

FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

JAN 29 1954

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.2)

JAN 29 1954

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: January 29, 1954

By: *C. I. Schottland*

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

JAN 29 1954

2:20 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By: *Wm. J. ...*
Assistant Secretary of State

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W41C 1511.7

January 22, 1954

DEPARTMENT BULLETIN NO. 500 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: ANC Cost Schedules

In accordance with the ANC Manual Section C-503, C, the Cost Schedules, Form Gen M45, are issued by the department immediately prior to July 1 and January 1 of each year.

With respect to the schedules released in December 1953, the Social Welfare Board has waived the requirement that the new allowances shall be applied to all cases not later than April 1. However, the new allowances shall be applied on and after April 1 (a) to all new and restored cases and (b) to all continuing cases which are rebudgeted because of changes in circumstances (i.e., income and/or need).

This modification of the rule as written in Section C-503, D, "Effective Date of New Pricings" is made because of the slight changes in allowances from those in the previous Cost Schedules.

Very truly yours,

C. I. Schottland

Charles I. Schottland
Director

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CONTINUATION SHEET
**FILING ADMINISTRATIVE REGULATION
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-165 IMPORTANT NOTICE TO CLAIMANT
 (New)

C-165

The reverse side of Forms CA 200 Part I and Part II (See Sec. C-140) and CA 239 (See Sec. C-160) shall contain the following statement:

IMPORTANT NOTICE

Your County Welfare Department wants you to receive Aid to Needy Children payments for eligible children promptly and in the right amount.

The County Welfare Department should be notified immediately if the children move to another address. Otherwise, the next Aid to Needy Children check may be late if it is mailed to the wrong address.

Any changes in the family's or children's circumstances should be reported promptly. If changes are not reported promptly you may not receive the full amount of aid to which the children are entitled or you may receive aid to which the children are not entitled. If you receive aid to which the children are not entitled, we must demand that you make repayment to us.

Following are some of the kinds of changes you must report:

Real property is acquired or disposed of by the parents or children.
 Personal property is acquired or disposed of by the parents or children.

Any of the children marry or either parent of the children remarries.
 Changes in members of the household. You should notify us when an additional member moves into the home or when a household member leaves the home.

Changes of address for the parent not living in the home or information regarding the whereabouts of the absent parent.

An absent parent returns to the home or an incapacitated parent recovers sufficiently that he is able to work.

Children 16 or 17 years of age stop attending school or if they have been employed become unemployed.

Income. The parents or children begin to receive income from earnings, contributions from persons, unemployment or disability benefits, veterans' benefits, Old Age and Survivors Insurance, rent, or income from any other source.

Income changes. Even if you have already notified us that the children or their parents are receiving income from some source, you must let us know if that income increases, decreases, or stops.

Needs change. You should notify us immediately if your expenses increase or decrease.

When there is any change in the circumstances of the family or children, you must notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet.

County Welfare Department

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

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FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-165 (Continued)

C-165

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Cairns Building, 108 West 6th Street, Los Angeles 14, California
1530 Capitol Avenue, Sacramento 14, California
Pacific Building, 821 Market Street, San Francisco 3, California

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FOR FILING ADMINISTRATIVE REGULATIONS
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FEB 26 1954

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FEB 26 1954

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: February 26, 1954

By:

C. J. Schattner

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

FEB 26 1954

At 3:40 o'clock P. M.

FRANK M. JORDAN, Secretary of State

Chas. J. Schattner
Assistant Secretary of State

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B-509 RESIDENTS OF CERTAIN INSTITUTIONS NOT CONSIDERED INMATES

B-509

Blind persons shall not be considered inmates of public institutions for purposes of aid if attending any of the following:

1. A shop for the blind maintained by the state which does not provide board and room to blind employees.
2. Public high schools, University of California, and any other institutions of higher learning in the state.
3. State Orientation Centers for the Blind insofar as student-trainees are concerned. (See Sec. B-542, Exempt Income)
4. The California School for the Blind. Since the California School for the Blind (3001 Derby Street, Berkeley) provides some of the basic and special needs, the county shall communicate directly with the school when determining the amount of unmet need of any given applicant or recipient who is a resident of the California School for the Blind.

(W&IC 3044, 3075, 3444, 3460)

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FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

B-542 EXEMPT INCOME IN APSB

B-542

The annual net income of a recipient of APSB from all sources of a combined total value not exceeding \$1,000, plus one-half of all net income in excess of \$1,000 a year, shall be considered exempt income in determining the amount of aid. Exception: Income in the form of General Relief which is granted for any part of the period covered by the first APSB warrant is not exempt income. Such income shall be considered in determining the grant of APSB for any month in which such income is received.

Room and board, which is an integral part of the program of training for those blind student-trainees in the State Orientation Center for the Blind, 3601 Telegraph Avenue, Oakland, shall not be considered as income during the period of training. In determining the amount of aid no value shall be placed on room and board provided applicants or recipients by the Orientation Center for the Blind during the period of time they are considered by the Orientation Center to be "student-trainees." (See Sec. B-509, Residents of Certain Institutions Not Considered Inmates.)

Net income shall be determined by deducting from the gross income the expenses which are incident to its receipt.

If an application for APSB has been approved, the recipient shall be entitled to receive the maximum amount of aid each month, and retain net income up to \$1,000 within any one yearly income period. If a person has net income of more than \$1,000 in a given yearly period, one-half of any such income is deductible from the maximum grant on a monthly basis until the end of the yearly income period. (See Sec. B-642, Adjustment in Amount of Aid APSB Only) Exception: If the recipient is making an allocation to his spouse, no adjustment in the recipient's grant of aid shall be made until the support of the spouse has been met, but in no event shall the amount allocated to the support of the spouse exceed \$1,000 in a given yearly period. Such allocation shall not be made until the recipient has had his full maximum of \$1,000 exempt income. (See Sec. B-538, Division of Income with Spouse.)

An applicant (including original application, restoration, annual redetermination, transfer from ANB, and reapplication) for APSB who has a regular monthly net income in excess of \$173.33 is ineligible for APSB even though he has a spouse without other means of support.

An educational scholarship, which has been awarded to a recipient of APSB while he is regularly attending any public school in this state or any institution of higher learning in this state, shall not be deemed property, income, or resource for any purpose, and no deduction shall be made from the recipient's amount of aid because of such scholarship.

(W&IC 3400, 3447, 3460, 3472)

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-364

DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-364 DETERMINATION OF INCOME FROM PERSONS LIVING IN THE HOUSEHOLD**C-364****A. PARENTS**

The net monthly income from the earnings of a parent living in the household shall be computed by deducting from his take-home pay (the amount he receives after all involuntary deductions) the actual expenses incurred because of the employment which includes:

1. Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment.
2. Additional clothing - the cost of purchase of clothing for employment. While the purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement. This expense is to be considered in addition to the allowance in the Cost Schedule for clothing for an employed woman.
3. Laundry and cleaning service - the cost of laundry and cleaning service, if necessary because of employment.
4. Transportation - the cost of transportation incident to employment.
5. Union dues - if paid.
6. Equipment - the cost of tools or other equipment necessary for the employment, a program of vocational rehabilitation, or a plan to assist in maintenance and self-support.
7. Other expenses incident to the employment, such as cost of care of children while the parent works.

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

If a portion of regular monthly income received by a parent is paid on court order for the support of a spouse or child not living in the household, that portion of the income affected by the court order is not available and shall be deducted in determining the net monthly income of the parent. However, the parent shall be advised to request the court to review the order in the light of the family's need for public assistance. The parent shall be free to make the decision as to whether he will or will not request the court to review the order. If, after a period of three months from the date the parent was so advised, he has not taken steps to have the order reviewed, that portion of the income being paid by court order shall be considered as available and shall no longer be deducted in determining the net monthly income of the parent. If, however, steps have been taken by the parent to have the order reviewed by the court, the portion being paid shall continue to be considered not available pending further order of the court and a redetermination of net income shall be made following the issuance of the new court order.

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 122

Revised August 24, 1954
Effective September 22, 1954

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FOR FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

DETERMINATION OF ELIGIBILITY - INCOME

C-364

C-364 (Continued)

C-364

B. STEPFATHER

To determine the stepfather's ability to contribute to the support of the children, the following steps shall be taken.

STEP I - The stepfather's total net income shall be determined by adding the following:

1. Take-home pay from employment (i.e., the amount of earnings received after all involuntary deductions).
2. Net income from self-employment (i.e., the average net income over a period of several months from operation of a business or farm).
3. Net separate income. (See Sec. C-352 for definition of separate income. See Sec. C-380 and C-382 for determination of net income from real or personal property.)
4. Other net community income, exclude earnings of the mother. (See Sec. C-352 for definition.)

From this total, the following shall be deducted:

1. The actual expenses incurred because of employment, as outlined for a parent in Item A of this Section.
2. Ten per cent of the gross earnings. If self-employed ten per cent of the net income from self-employment of the stepfather.
3. The amount of contributions made for the support of the stepfather's dependents living out of the home, i.e., his children, parents, and ex-wife (if there is a court order for alimony). If there is a court order for support, the amount of the deduction shall not exceed the amount of the order.

The computation of the stepfather's total net income shall be included in the record.

The mother's total net separate income, including her earnings, shall be considered income to the family budget unit unless the stepfather does not have sufficient income to meet her needs as well as his own and those of his dependents. If this is the case, the mother's income shall first be applied to meet her needs and the remainder shall be divided equally among her children, including her children by the stepfather. The portion of her income allocated to the children eligible for ANC shall be income to the family budget unit.

(Section Continued on Next Page)

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 (Pursuant to Government Code Section 11380.1)

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-364 (Continued)

C-364

STEP II - The needs of the stepfather's unit and the needs of the family budget unit shall be computed separately in accordance with the ANC standard (see Sec. C-503). The stepfather unit shall consist of:

- 1) The stepfather if not incapacitated and needy
- 2) His wife if the stepfather is not incapacitated and needy
- 3) His children living in the home
- 4) Others living in the home dependent on him

The family budget unit shall consist of (a) the ANC children and (b) the stepfather and mother if he is incapacitated in accordance with the definition in Sec. C-250 and if they are needy.

All ceilings in the ANC standard shall be applied to the combined budget item amounts for both units. If actual expenses are in excess of ceilings, special circumstances shall be explored and additional amounts included where applicable in accordance with Sec. C-503, G.

If others living in the household are only partially dependent on the stepfather, allowances shall be included only for those items which he is actually providing. (Explanation of partial support shall be recorded.)

For the stepfather unit, the amount included for Household Operation, Education and Incidentals, Recreation, and Personal Needs shall be the Cost Schedule amount based on the number of persons in that unit "with 2 adults." For the family budget unit this item shall be the Cost Schedule amount for the number in this unit "with no adults."

Needs not common to all family budget units (see Sec. C-503, G) shall be explored and included as necessary. Those needs shared by both units shall be prorated in accordance with the number of persons in each unit. Medical and dental needs of members of the stepfather's unit shall be included if not available without cost.

The exploration of needs and special circumstances shall be recorded as well as explanation of allowances not itemized on the Cost Schedule.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - INCOME

C-364

C-364 (Continued)

C-364

STEP III - The total needs of the stepfather (as determined in Step II) shall be deducted from his net income (as determined in Step I). The remainder, if any, is his ability to contribute to the support of the ANC children and shall be considered as net income to the family budget unit within the limit of his liability for their support. (See Sec. C-356, D)

STEP IV - The total net income available to the family budget unit shall be deducted from their total need (also determined in Step II). Total net income includes the income the stepfather is able to contribute (as determined in Step III) or his legal liability (whichever is less), plus any income received on behalf of the eligible children, and the separate income of the mother. The remainder, if any, is the amount the children are eligible to receive as an ANC payment.

(Section Continued on Next Page)

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CALIFORNIA-SDSW-MANUAL-ANC

REVISION 329

Revised December 18, 1953
Effective February 1, 1954

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-364 (Continued)

C-364

C. MINORS IN THE FAMILY BUDGET UNIT

The county shall determine whether or not the minor is currently emancipated, since this affects the treatment of income.

1. Earnings of Unemancipated Minor - The net monthly income to the family budget unit from the unemancipated minor's earnings shall be determined by deducting from his take-home pay (the amount remaining after all obligatory deductions are made) the following:
 - a. An amount not to exceed \$15 of the take-home pay for personal incidentals, increased recreational needs, and community participation.
 - b. An amount which may be set aside by the minor from earnings for future educational plans agreed upon with the county provided such savings are within the eligibility requirements for personal property as set forth in Sec. C-325. The plans agreed upon shall be recorded in the narrative in accordance with Sec. C-200.
 - c. The actual expenses incurred because of employment, as follows:
 - (1) Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment.
 - (2) Additional clothing - the cost of purchase of clothing for employment. While purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
 - (3) Laundry and cleaning service - the cost of laundry and cleaning service if necessary because of employment.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - INCOME

C-364

C-364 (Continued)

C-364

- (4) Transportation - the cost of transportation incident to employment.
- (5) Union dues - if paid.
- (6) Equipment - the cost of tools or other equipment necessary for employment, a program of vocational rehabilitation, or a plan to assist in the maintenance and self-support.
- (7) Other expenses incident to the employment.

In determining net income for unemancipated minors 16 to 21 years of age who are not regularly attending school, amounts for items a and b shall not be deducted in such amounts that there will be less than \$2.00 net income per month.

2. Earnings of Needy Emancipated Minor - If a needy emancipated minor under 21 is included in the family budget unit (See Sec. C-503, B) his net earnings shall be considered as income. An emancipated minor is needy if his net earnings do not cover his total needs (including his prorated share of household expense). In determining the net income from the earnings of the emancipated minor, the same method is used as that outlined in Item A above for the employed parent.

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

The county shall also determine whether an ineligible minor meets the real and personal property qualification before he is included in the family budget unit. If the value of the minor's real or personal property, when added to the eligible child's and his parents' real and personal property, is in excess of the ANC statutory limitations, the ineligible minor shall not be included in the family budget unit. (See Item E for income for minors not in the family budget unit.)

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C-364

DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-364 (Continued)

C-364

D. OTHER MEMBERS OF THE FAMILY BUDGET UNIT

The county shall determine whether an incapacitated stepparent, or step-mother who is the wife of an incapacitated father, or other person required to act as the child's caretaker is needy and meets the real and personal property qualifications before such person is included in the family budget unit. To determine whether he is needy, income shall be determined as for a parent and considered as follows:

1. If the person's total need, in accordance with the ANC standard, is greater than his net income, the person is in need. In this situation, if the value of his real or personal property, when added to that of the child's and the child's parents' property, is not in excess of the ANC statutory limitations, he is included in the family budget unit and his net income is considered as income to the family.
2. If the person's total need, in accordance with the ANC standard, is less than his net income, the person is not in need. In this situation, he is not included in the family budget unit and only that portion of his income which represents a net contribution is included as income available to the family budget unit. (See Item E of this section for determination of income from persons who are not members of the family budget unit.)

If the value of the person's real or personal property, when added to the value of the child's and the child's parents' real and personal property, is in excess of the ANC statutory limitations, the person shall not be included in the family budget unit. In such cases, only his net contribution, if any, is considered as income available to the family budget unit. (See Item E of this section.)

E. PERSONS NOT MEMBERS OF THE FAMILY BUDGET UNIT

If an unemancipated minor, who does not qualify for inclusion in the family budget unit, is living in the household, his net earnings shall be determined in accordance with Item C, 1, of this section. His total needs (including his pro-rated share of household expense) shall be deducted from the net earnings. Any and all remaining earnings shall be considered as net income to the family budget unit.

If nonneedy emancipated minors, employed relatives, or other persons are living in the household, they shall pay the usual community rate for the type of board and room they receive.

If a man living in the household is assuming the role of spouse to the mother of eligible children, the county shall make every effort to obtain maximum support.

Net income to the family budget unit from a related person in the household who is not a member of the family budget unit, including the nonneedy emancipated minor and the adult child, shall be determined by deducting from the actual payment:

(Section Continued on Next Page)

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - INCOME

C-364

C-364 (Continued)

C-364

1. Food, in accordance with the ANC Cost Schedule, if he eats at home.
2. His prorated share of utilities and rent (or housing expenses) and special needs common to the household.
3. A flat amount of \$1.50 for household operation.

If a non-related person or related OAS recipient paying board and room is living in the household, the net income to the family budget unit shall be determined by deducting from the actual payment:

1. The actual cost of food, if boarding. If the boarder is a recipient of OAS, ANB, or APSB, the OAS-ANB basic food value of \$28.50 per month is considered the actual cost of food.
2. The person's prorated share of rent (or housing expenses), utilities, and special needs common to the household, plus any amount by which the cost of a utility exceeds the allowance given in the Cost Schedule.
3. Laundry, cleaning, and replacement of linen expenses incident to the rental of a room.

The total amount of ANB or APSB granted (including exempt income) is intended to help meet the individual needs of the recipient and shall not be construed as income to any other person. Although such a recipient may pay room and board, his assistance grant and income shall not be pooled with the ANC family.

(Section Continued on Next Page)

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CALIFORNIA-SDSW-MANUAL-ANC

REVISION 22C

Revised June 19, 1953
 Effective August 1, 1953

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C-364 DETERMINATION OF ELIGIBILITY - INCOME Aid to Needy Children

C-364 (Continued) C-364

However, if the spouse of an ANB or APSB recipient is included in the ANC family budget unit, one-half the income from community property and any voluntary allocation made from the recipient's non-exempt current earnings shall be considered as income to the spouse.

If a recipient of OAS is living with the ANC family and his entire grant and income is pooled with the family, the net income to the family shall be determined by deducting from the total amount pooled with the family the need items for such an individual in accordance with the OAS basic needs values for food, transportation, clothing, housing maintenance and replacement, incidentals and personal needs, special needs, if any, and the prorated share of utilities, rent (or housing expense), and special needs common to the household. However, each OAS recipient living with an ANC family shall be informed that he is not required to pool or continue to pool his OAS grant or other income with the ANC family.

The OAS basic needs are valued as follows:

Food	\$28.50
Housing.	15.00
Utilities.	6.30
Clothing	7.70
Housing, maintenance, and replacement.	4.50
Transportation	4.50
Incidentals.	13.50
(Waic 1560) Total	\$80.00

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FACE SHEET
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APR 30 1954

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: April 30, 1954

By: C. J. Schottland

Director

(Title)

FILED

In the Office of the Secretary of State
of the State of California

APR 30 1954

At 409 o'clock P M.

FRANK M. JORDAN, Secretary of State

By Chm. J. Sayut
Assistant Secretary of State

DO NOT WRITE IN THIS SPACE

A-288 AUTHORIZATION OF AID FOLLOWING DISCONTINUANCE DUE
TO EMPLOYMENT

A-288

OAS shall be authorized and shall be delivered within 30 days to every eligible person who requests restoration following discontinuance of OAS due to income from employment. "Employment" as used in this section is defined as any activity undertaken for remuneration either in cash or in kind. An agent of the board of supervisors shall be authorized to grant such aid without further order of the board. Aid shall be conditionally granted if it is not possible to complete the investigation of eligibility in time to authorize and deliver payment within 30 days from the date restoration is requested, provided presumptive eligibility exists. (See Secs. A-1302, Beginning Date of Aid, and A-1352, When Federal Participation is Available.)

Aid may have been discontinued because of employment by one county (first county) and within one year the former recipient may request OAS in another county in which he has established residence (second county). Under such circumstances the second county shall secure a signed application, Form Ag 200. The second county shall be responsible for determining eligibility and paying aid to those eligible to receive it within 30 days from the date the application was signed. The authorization document shall be designated as a "restoration" rather than a "new application". The former recipient shall be required to certify to the date he came to the county and to the date on which by intent he established residence therein, on Form AB-204.

The second county shall request the first county to forward a copy of the last application (Form Ag 200); the last completed Affirmation of Eligibility (Form Ag 206) showing the date the last reinvestigation was completed; a completed copy of the notification to the recipient of discontinuance of aid. In addition the first county shall forward to the second county either a copy or a summary statement of such eligibility determinations as the second county may request.

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A-288

APPLICATION PROCESS

Old Age Security

A-288 (Continued)

A-288

Should a former recipient request restoration in the county in which he is living but in which he is not establishing residence, such county shall accept the request and shall, without delay, submit it to the county in which he retains residence. The county of residence has responsibility for restoring aid if the former recipient is eligible to receive it. The county in which he is living obtains all available information and submits it to the county of residence.

Whenever OAS is granted conditionally the investigation shall be continued with diligence until completed. When necessary facts are available two further authorization actions are usually necessary: (1) either to confirm the recipient's eligibility to receive further aid in a specified amount, or to discontinue aid if the facts indicate ineligibility for further payments and (2) to specify the eligible amount for each month for which aid has already been paid conditionally. (See Sections A-292 and A-1352, Item A, 2)

(Waic 2140, 2183.9; AGO 53/89; PSSA)

**A-292 RECORDING ON AID AUTHORIZATION FORM FOLLOWING
 DISCONTINUANCE DUE TO EMPLOYMENT**

A-292

When OAS is restored following discontinuance due to employment, the aid authorization document shall contain one of the following statements, whichever is appropriate:

"Eligibility established" (i.e., all of the facts have been determined)

or

"Conditional Grant, Presumptive Eligibility" (i.e., the fact of eligibility not yet established, but the individual's statements indicate that he is eligible).

(Section Continued on Next Page)

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Old Age Security

APPLICATION PROCESS

A-292

A-292 (Continued)

A-292

When all of the facts relating to a conditional restoration have been secured, and these facts indicate eligibility to continued aid, two authorization actions are necessary:

- (a) A Form Ag 278, Authorization to Pay, Deny, Suspend or Discontinue OAS, shall be completed to authorize the grant to be paid for the coming month, and to change the participation status from non-federal to the appropriate participation status beginning with the coming month. (Even if no change in the amount of the grant is necessary submission of Form Ag 278 is necessary to change the participation status.)
- (b) A Form Ag 278 (a), Authorization for Retroactive Change in Participation Status, shall be completed to report detail as to the need and income in each month for which a conditional payment was made, and to indicate the appropriate change in participation status for each such month (so that a retroactive claim for federal participation can be made by use of Form AB 816, Schedule of Adjustments, submitted with a monthly claim). See Sec. A-1352, Item A, 2. The authorized signature, either original or facsimile, and the date of action shall be shown in Sec. I.

If all of the facts relating to a conditional restoration establish that the recipient has been ineligible for payments already made, and is ineligible for payments for future months, aid shall be discontinued by the submission of Form Ag 278. (The recipient shall be requested to repay all aid for which he was not eligible - see Sec. A-1362.) Under these circumstances no Form Ag 278 (a) is submitted. However, if the facts establish that the recipient is ineligible for future aid, but was eligible to receive the aid paid to him during one or more months for which he has been paid "conditionally" a completed Form Ag 278 (a) shall be submitted in order that retroactive claim can be made for such federal participation as may be available.

(W&IC 2140, FSSA)

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A-336 INVESTIGATION OF NEW APPLICATIONS

A-336

Each point of eligibility (i.e., age, citizenship, residence, property, etc.,) shall be investigated. Decision on each point shall be made in accord with the provisions of the appropriate Manual Chapter. (See Chapters IV through XII.) The county is responsible for reviewing the applicant's needs and for identifying any special needs he may have. (See Chapter XII, Total Need.) The county shall interpret to the applicant his responsibility for immediately reporting any subsequent change in circumstances, need or income.

The authorization document is the report of the county certifying that eligibility has been established and that complete supporting evidence is on file in the county office. This form provides a basis for payment of the county's claim for reimbursement. (See Sec. A-1320, OAS Authorization Document.)

(W&IC 2140)

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A-372 (Continued)

A-372

G. TOTAL NEED

If the recipient has income including the value of currently used resources, his needs shall be explored with him and detail regarding various needs shall be recorded in accord with Sec. A-1208, Computation of Total Need. If there has been any change in need since the last computation, the recipient's total need shall be recomputed in accord with the provisions of Chapter XII, Determination of Need.

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A-920 ELIGIBILITY WHILE IN A PUBLIC INSTITUTION

A-920

An inmate of a public institution may apply for aid. If otherwise eligible, aid shall be granted provided the applicant has a bona fide plan to move from the institution following receipt of the first payment. Aid shall be paid from the first day of the month in which the application is granted except that no aid shall be paid for any period prior to the date the application was signed. Likewise aid shall be granted to an eligible applicant who became an inmate of a public institution after the application was signed.

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Old Age Security

INSTITUTIONS

A-920

A-920 (Continued)

A-920

An eligible applicant is entitled to receive his initial warrant while an inmate of the institution, but not more than one warrant may be delivered to him there. Should the applicant remain in the institution after the last day of the month for which the initial warrant is paid, he is ineligible for the warrant for the next month and for each succeeding month up to the month following that in which he leaves the institution. Under such circumstances federal participation is not available in the one warrant paid to the applicant while in the institution. (See Sec. A-1952)

Example: An inmate of a public institution signed an application on October 8. The applicant planned to leave the institution in November. Aid is granted on November 26, effective November 1, and the November warrant is delivered to the applicant at the institution on November 29. The applicant moves from the institution December 4. The warrant for December is canceled because the applicant did not leave the institution until after November 30. Aid is paid effective January 1 if the applicant remains otherwise eligible. (There is no federal participation in the November warrant as the applicant did not leave the institution during the month of November.)

A Certificate of Delivery of Payment of Aid, Form AB 231, relating to the second warrant delivered to a person who left the institution within the month for which the first warrant was paid, shall be completed and filed in the case record. On Form AB 231 the person delivering the warrant certifies to the date the applicant left the institution and the date the warrant was delivered. (See Sec. A-252 Applications of Persons on Leave from State Hospitals.)

A recipient who enters a public institution of a custodial or correctional character is not eligible to receive further aid, and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. (See Sec. A-990, Subvention for County Hospital or Infirmary Care)

If aid was discontinued because of confinement in a public hospital or in a public institution of a custodial or correctional character, and the person is subsequently released, aid may be restored for the balance of the month during which the person was not an inmate. In order for aid to be restored effective with the date of release, such restoration must have been authorized at the same time aid was discontinued, or during the month the person was released.

If aid is restored following discontinuance because the recipient entered a county public institution, Form AB 231 need not be completed but the authorization document (see Sec. A-1320) shall show the date the recipient left the institution. If the authorization document restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form AB 231 shall be completed as evidence that he left the institution on or prior to the effective date of restoration.

The above procedure does not apply if payment is continued for two calendar months while the recipient is confined in a public medical institution. Aid is payable to such recipients after admittance to the institution in accordance with Section A-930, Eligibility While in a Public Medical Institution.

(WAC 2140, 2160, 2160.6, AGO NS 4700)

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A-990

INSTITUTIONS

Old Age Security

A-990 SUBVENTION FOR COUNTY HOSPITAL OR INFIRMARY CARE**A-990**

The county may claim payments from the state for medical, hospital, or infirmary care rendered a former recipient of OAS in a county institution at county expense when all of the following conditions are met: (See definition of county institution in Sec. A-910.)

1. The individual was eligible for, and was receiving, aid on the date of admission.
2. The individual has been continuously confined in the institution and two calendar months have elapsed since the date of admission.
 - a. The two calendar months from the date of admission shall be deemed to be continuous if the individual is released and re-enters the county institution within 10 days.
 - b. If the individual whose aid has been discontinued is released and re-enters a county institution within 10 days, and before aid is restored, his confinement in the institution shall be deemed to have been continuous.
3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

The state's payment for medical, hospital, or infirmary care rendered a former recipient of OAS in a county institution is \$35.20 per month or portion of a month.

There may be overlapping of payment to the county for institutional care and payment of aid to the individual only under the following circumstance: If aid is restored to the recipient effective with the date of release from the institution (either by automatic restoration or by authorization action during the month of release), institutional subvention is payable for the full month.

Subvention shall be claimed by the county rendering the care irrespective of the former recipient's residence status except when such care is being given under a contractual arrangement between the two counties in which case the county paying for the care rendered shall claim.

If a former recipient for whose care institutional subvention is paid dies before the end of the month, institutional subvention is payable for the full month.

Claims for subvention shall be submitted to the SDSW in accord with the provisions of Section F-900, Claims for County Institutional Subvention, in the Manual of Fiscal Policies and Procedures.

(WAC 2140, 2160a, 2160.6, 2160.7; AGO NS 5350)

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A-1095 INVESTIGATION OF RESPONSIBLE RELATIVES LIVING
OUT OF THE STATE

A-1095

Information from the applicant, recipient, or others, may indicate that legally responsible relatives living out of the state either are contributing, or could contribute. If there is reason to believe that the relative is contributing an inquiry shall be made to determine the amount thereof unless the recipient has acceptable verification of the amount of contribution received. Under other circumstances the county may contact relatives living out of state if in the county's judgment such contact might be productive.

(W&IC 2140, 2224)

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A-1208

DETERMINATION OF NEED

Old Age Security

A-1208 COMPUTATION OF TOTAL NEED

A-1208

If the applicant or recipient has income from any source, Form Ag 158, Computation of Total Need and Payment, shall be used to compute total need and the amount of the aid payment, or the reverse of Form Ag 278, Authorization to Pay, Deny, Suspend, or Discontinue OAS, may be used for this purpose.

The left half of Form Ag 158, or the "cost" column on the reverse of the Ag 278 is used for exploration of needs with the applicant or recipient, and to record the cost of items of special need as well as of those items of basic need which may represent a special need. The right half of Form Ag 158, or the "allow" column on the reverse of the Ag 278 is used to record the amount established for individual items of special need, and to record the amount of total need.

A copy of Form Ag 158 which follows this section has been completed to demonstrate its use in the following example:

Example: Review of the recipient's needs with him shows that he has special need for rent including no utilities which costs \$25, and it is inadvisable for him to move because of a serious health condition. The doctor's charge is \$6 a month and his medicine costs \$4 a month. In addition to normal transportation expense, he must use a taxi to go to the clinic which costs \$12 a month. A telephone necessitated by his health condition costs \$4.10. He receives \$40 Railroad Retirement income.

The form on which total need is computed shall be filed in the case record. The circumstances which justify allowance of special needs shall be recorded on the form, or in the case narrative.

(W&IC 2140)

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A-1320

AID PAYMENTS

Old Age Security

COMPLETION OF AUTHORIZATION DOCUMENTS

A-1320 OAS AUTHORIZATION DOCUMENT

A-1320

A. GENERAL INSTRUCTIONS

A payment shall be authorized, modified, suspended, or discontinued by the use of Form Ag 278, Authorization to Pay, Deny, Suspend or Discontinue Old Age Security, unless a different form, designed to provide the same data, has been submitted to and approved by the SDSW. Form Ag 278, or an approved substitute, shall also be used to authorize denial of an application, or denial of a restoration request.

A completed copy of the authorization document showing the date of action shall be filed in the individual case record. Either the original or facsimile signature of the county clerk or deputy, or the delegated agent, shall be affixed unless such signature appears on an official copy of the document filed elsewhere and available for audit. A facsimile signature shall be affixed by or under the specific authority of the county officer whose signature is thus affixed. (Copies of the authorization document used by the county in its fiscal claim reconciliation procedure need not show the signature or action date if the county has a Batch Voucher, or other comparable transmittal showing the signature of the county clerk or deputy, or the delegated agent, and the date of action.

Whenever any action on an Old Age Security Permanent Sample case with a state number ending in "22" is authorized a fully completed copy of the authorization form shall be sent to the SDSW, Bureau of Research and Statistics, 616 K Street, Sacramento 14, California.

B. INSTRUCTIONS FOR COMPLETION OF FORM AG 278

1. Date: Enter the date on which the form is initiated by the social worker.
2. County: Enter the county name. Co.# - Enter the county case number. St. # - Enter the state number assigned to the case.
3. Name: Enter the name as it should appear on the warrant (given name or initials first, then surname). In case of guardianship of the estate, enter the guardian's name first i.e., John Doe, Guardian of Richard Row. If the name has to be changed because of marriage, guardianship, or to correct an error, insert the changed name.
4. Change Name From: Make an entry here only when a change in name is being authorized. Insert name as it appeared on the last authorization transmitted.
5. Address: If, in the absence of a street address, there is a P. O. Box number, RFD, or General Delivery designation, such designation precedes the name of the city or town. If a guardian is shown for Item 3, enter the address of the guardian. Enter the name of the state, if living out of California, otherwise no state designation is necessary. (Use the county's change of address procedure to report change or correction in address.)

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Old Age Security

AID PAYMENTS

A-1320

A-1320 (Continued)

A-1320

Payment Data for Months Specified Below: This section of the form consists of 7 columns, the 7th being reserved for use of the accounting unit. Column 1 through 6 are used to authorize payment for specific months as follows:

Column 1, 2, 3 and 4 - SUPPLEMENTAL PAYROLL: These columns are used (1) to record payment data for the current or past month; (2) to record data for the coming month if payment is authorized after the county's cutoff date for changing the main payroll for the coming month; (3) to record payment data for a coming month in the rare case in which payment will be for a partial month; (4) to record payment data for a retroactive decrease (i.e., when a canceled warrant is reissued in a smaller amount).

Payments for months specified in Column 1, 2, 3 and 4, do not appear on the main payroll for the particular months. They are shown on supplemental payrolls.

Columns 1, 2, 3 and 4 are used in reverse chronological order. Column 4 is used for the current or most recent month; Column 3 for the next most recent month; etc. If necessary to use more than 4 columns, use an additional form entering payment data in Columns 1, 2, 3 or 4 as needed, on the second form. Do not make any entry in Columns 5, or 6 of the second form. Otherwise it is completed in every detail, including the signature and date in Item 21, and stapled to the first page of the form.

Column 5 - LAST AUTHORIZATION: This column is used to inform the disbursing unit that a person and a payment amount are to be deleted from the last main payroll. It is completed when payment is discontinued; when aid is increased or decreased for a future month; when there is a change in participation in a future month. The entries in this column are taken from Column 6 of the last Form Ag 278 submitted. (No entry is made in Column 5 for a new application or restoration.)

Column 6 - NEW AUTHORIZATION: Column 6 reflects the amount to be paid on the main payroll for the future month specified (data for the current or past months appears in Columns 1, 2, 3 or 4), and for each month thereafter until the grant is changed or discontinued by the submission of another Form Ag 278. Exception: Payment data for a partial month is never recorded in Column 6. Under such circumstance use Column 4 for the partial month and show data for first full month in Column 6.

Column 7 - ACCOUNTING USE ONLY: This column may be used by the accounting or disbursing unit for an authorization for the coming month intended to be included, but received too late to be included on the main payroll. In such an instance, the same payment data as shown in Column 6 would be entered in Column 7 for the month subsequent to that shown in Column 6, except that the date entered in Column 7 for Item 6 would be the first of the month succeeding that month shown in Column 6. The payment for the month specified in Column 6 would then be reflected on a supplemental payroll.

6. Effective - Month-Day-Year: Enter the effective date in each column completed.
7. Total Need: Enter total need in each column for which a payment entry is made. The data supporting the amount entered is recorded either on Form Temp 158 Ag or on the reverse of Ag 278.

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A-1320

AID PAYMENTS

Old Age Security

A-1320 (Continued)

A-1320

8. Total Income: Enter the total amount of net income for each month for which an entry is made in Columns 1 through 4 and to be received in the month specified in Column 6. In Item 16 record each amount of income received, its source and month in which received.
9. Need Minus Income: Subtract Item 8 from Item 7 and enter the balance.
10. Entitled to Receive @ Rate of: Enter the same amount as in Item 9 if that amount is equal to or less than the statutory maximum. If Item 9 exceeds the statutory maximum enter the figure which represents the statutory maximum. The amount entered here is the monthly rate, i.e., the amount the recipient is entitled to receive for a full month.
11. Net Overpayment in Adjustment Period: Enter here the amount of overpayment, if any, occurring in the two months preceding the month of adjustment. If underpayment occurred in one of these months enter the net amount of overpayment, i.e., the amount of overpayment reduced by the amount of retroactive aid which would otherwise be due to be paid for the month in which underpayment occurred. If there is no overpayment to be deducted enter "0". In Item 16 state the amount of over or underpayment occurring in each of the two preceding months.
- 11a. Difference Between Item 10 and 11: Subtract Item 11 from Item 10. This is the adjusted rate for the particular month.
12. Amount Previously Authorized: Enter here the amount, if any, previously authorized for the particular month. (If a second supplemental payment is being authorized for a previous month this amount will be the sum of the amount paid on the regular payroll for that month, plus the supplemental amount previously authorized.)

 The entry for this item for Columns 1 through 4 will be "0" for all except additional (supplemental) payment for months for which the recipient has already received a payment in some amount. This item will also be "0" when entering data for reissuance of a canceled warrant. Item 12 will be completed in Column 5 only when a change in the continuing payroll, or a discontinuance, is being authorized.
13. Amount to be Paid: Subtract Item 12 from Item 11a and enter the difference. If payment is for a partial month enter the prorated amount of this difference.
- 14* Total Federal Excess: If federal participation is available enter the amount by which the figure in Item 11a exceeds \$55. If federal participation is not available enter "0" in this space.

* Completion of this item is optional with the county. If the county elects not to use this item of the form, provision must be made elsewhere for accurate determination and recording of the necessary information.

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Old Age Security

AID PAYMENTS

A-1320

A-1320 (Continued)

A-1320

Exception for Certain Supplemental Payments: If federal participation was available in a particular previous payment and a supplemental payment for such month is being authorized beyond the period when federal participation would normally be available in that payment, enter the amount by which the figure in Item 12 exceeded \$55, (see Sec. A-1352, Federal Participation in OAS Payments).

- 14a* Excess on Previous Payment: This entry will be "0" for all cases except supplemental payments. (A supplemental payment is an additional payment for a month for which a payment has already been made in some amount.) This entry will also be "0" when entering data for reissuance of a canceled warrant.

If a supplemental payment is being authorized, and if federal participation was available in the previous payment, enter the amount by which the figure in Item 12 exceeds \$55.

- 14b* Excess on This Payment: Enter the difference between 14 and 14a.

If it is determined that supplemental payment is due for a previous month, Items 11a through Item 15 would be completed as follows:

Federal participation was available in the October payment. In December a supplemental payment is authorized for October.	Federal participation was available in the January payment. In May a supplemental payment is authorized for January.	Federal participation was not available in the February payment. In April a supplemental payment is authorized for February.
---	--	--

Item 11a	80	70	80
12	65	60	65
13	15	10	15
14	25	5	0
14a	10	5	0
14b	15	0	0
15	R	X	X

15. Code for Participation: Consult code legend immediately below Item 15 and specify appropriate code for each column for which an entry is made.

* Completion of this item is optional with the county. If the county elects not to use this item of the form, provision must be made elsewhere for accurate determination and recording of the necessary information.

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A-1320

AID PAYMENTS

Old Age Security

A-1320 (Continued)

A-1320

16. Remarks and Reason for Discontinuance: This section is completed whenever income, or net overpayment in the current adjustment period, is reported. Otherwise use as a "remarks" space to state that investigation has been completed on a conditional **restoration** following discontinuance because of employment, and to explain or clarify unusual situations.

For all discontinuances, enter the code for the applicable reason for discontinuance. See Sec. A-1321 for codes.

17. Type: A check in the appropriate box classifies the change and facilitates claiming procedures.
- A. New: Check the box preceding "A" if the action relates to a new application. Enter the date the application was signed unless the case is a transfer from another county in which case enter "TR" instead of the date of application. If a transfer is involved, also state the former county in the space provided. Check the box preceding "A" if the action relates to an application filed following denial or withdrawal of a previous application, or grants aid after discontinuance for a period of more than twelve months (see Secs. A-204 and A-232). Make no entry in any of the remaining boxes even though aid may be granted in varying amounts for current, past, and future months.
- B. Restoration: Check the box preceding "B" if aid is being granted following discontinuance by the same county within twelve months prior to the date of request (see Sec. A-204), and enter the date the written request for restoration was made. Enter "NA" if aid is being restored after discontinuance for one month to adjust for overpayment; also if the action is an automatic restoration following discontinuance because of confinement in a public institution (see Sec. A-280). Make no entry in any of the remaining boxes unless aid is being restored for one month only and is to be discontinued at the end of the month. Under these circumstances check boxes B and D.
- C. Additional Payment for Current or Past Months: Check here if supplemental or retroactive aid is being authorized for the current or past months. If, in addition, a change in the payment for future months is authorized also check appropriate box F or G.
- D. Discontinuance: Check this item if aid is being discontinued and enter the effective date of discontinuance. For all discontinuances, enter the code for the applicable reason for discontinuance in Item 16 (see Sec. A-1321 for codes).
- E. App. (Application) or Rest. (Request for Restoration) Denied: Check this box when an application or a request for restoration is denied, and enter the reason in Item 16.

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Old Age Security

AID PAYMENTS

A-1320

A-1320 (Continued)

A-1320

- F. Increase in Continuing Grant: Check here when the amount to be paid for the month shown in Column 6, Item 13, is more than the amount shown in Column 6 of the last Form Ag 278 submitted. (That amount is shown in Column 5, Item 12 of the Ag 278 now being submitted.) If supplemental or retroactive aid for the current or previous months is being authorized in addition to a change in the grant for future months also check Item 17C.
- G. Decrease in Continuing Grant: Check here if the amount to be paid for the month shown in Column 6, Item 13, is less than the amount shown in Column 6 of the last Form Ag 278 submitted. (That amount is shown in Column 5, Item 12 of the Ag 278 now being submitted.) Also check Item I if the action authorizes a held warrant to be canceled, or to be canceled and reissued in a smaller amount.
- H. Suspension: Check this item if the action authorizes suspension of payment, and enter the month for which the warrant was held beyond the month for which it was due. No entries are made in any columns in the Payment Data section.
- I. Retroactive Decrease: Check this item if the action authorizes a held warrant to be canceled, or to be canceled and reissued in a smaller amount.
- If a canceled warrant is to be reissued in a lesser amount, complete Column 4 showing the new payment data for the particular month and enter "0" for Item 12. In Item 16 state the month for which the warrant is to be canceled, and the amount of the original warrant. If no warrant is to be issued to replace the canceled warrant, make no entry in Column 4, but specify under Item 16, the month and the amount of the warrant that is to be canceled.
- J. Participation Status Change: Check this item if the Form Ag 278 calls for change in participation status, such as from regular to nonfederal, noncounty to regular, etc., beginning with a coming month. If a change in participation status is necessary on a payment for a month for which payment has already been made, use Ag 278 A. (Form Ag 278A is in Sec. A-292 and the instructions for its completion are on the reverse of the form.)

18. Complete as directed on the form.

19. If aid is being granted to correct an erroneous denial, check the box immediately preceding "Erroneous Denial" and enter the date the erroneous action was taken. If aid is being restored in order to correct an erroneous discontinuance, check the box immediately preceding "Erroneous Discontinuance" and enter the effective date of the erroneous discontinuance. If aid is being granted to carry out an appeal decision by the State Social Welfare Board, or to adjust an appeal which has been filed but not yet heard or submitted to the State Social Welfare Board, check the box immediately preceding "Appeal" and enter the date the appeal was filed. If the appeal is the result of an erroneous denial also check the box immediately preceding "Erroneous Denial" and enter the date the erroneous action was taken.

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A-1320

AID PAYMENTS

Old Age Security

A-1320 (Continued)

A-1320

20. Restoration Following Discontinuance Because of Employment: In every case in which Old Age Security is restored following discontinuance because of employment the date the written request for restoration was filed is entered. In addition, designate by a check in the appropriate box whether eligibility has been established, or whether aid is granted conditionally on the basis of presumptive eligibility. (See Sec. A-280 and A-288.)

Form Ag 278 is used to report the completion of the investigation on a continuing case which previously has been restored "Conditionally" following discontinuance because of employment. (See Sec. A-292.)

21. Certification and Authorization: Check the appropriate box opposite (a), (b), (c) or (d).

The spaces provided for date and signature of the social worker and social work supervisor are used to record the date and certification of these persons to the action specified. The "Authorized Signature" is that of the official who certifies to the action by the Board of Supervisors (signature is that of the county clerk or deputy), or the signature of its duly appointed agent. "Date" is the date of action by the board or its agent.

(W&IC 115, 2140)

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Old Age Security

AID PAYMENTS

A-1321

A-1321 INSTRUCTIONS FOR CODING REASONS FOR DISCONTINUANCE ON Ag 278

A-1321

The code for the reason for discontinuance of Old Age Security shall be entered in the space designated for that purpose in Item 16 of Form Ag 278, Authorization to Pay, Deny, Suspend, or Discontinue Old Age Security. If several reasons apply, enter the code for the one which occurred most recently. If several reasons occur simultaneously, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW, Sec. S-170.)

Code reasons for discontinuance as follows:

Code 99. DEATH.

Code 89. TRANSFERRED TO ANOTHER COUNTY. Aid is discontinued because the recipient has moved to another county and aid is being furnished by the other county.

Code 69. ADJUSTMENT FOR OVERPAYMENT. Aid is discontinued for one month to adjust for overpayment.

INCOME REASONS

Earnings of recipient: Include earnings from new employment and increased earnings. Also include earnings from self-employment. Include income derived from roomers and/or boarders in the household, if the recipient is responsible for management of the household. If the spouse is responsible for management of the household, use Code "03."

Code 01. County assisted in job placement:

County made placement referral to an agency or employer or provided employment counselling.

Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "02."

Code 02. Recipient found own employment.

Code 03. Earnings or other resources of spouse: Earnings (including earnings from self-employment) or separate income of the recipient's husband or wife. Examples are rental of the spouse's separate property or income derived from roomers and/or boarders in the household when the spouse is responsible for management of the household. Include marriage or remarriage and assumption of support by spouse.

Code 04. Contributions from adult children: Support in cash or in kind.

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A-1321

AID PAYMENTS

Old Age Security

A-1321 (Continued)

A-1321

Code 05. Monthly income from real property: Such as the net rental of property owned by the recipient or his share of net income from rental of community property.

NOTE: Do not use this code for "recurring lump-sum income" (See Sec. A-1118). Such cases should be reported under Code "06."

Code 06. Recurring lump-sum income: Income received at intervals of two months or more, in the same or in varying amounts, as defined in Sec. A-1118.

Code 07. Old Age and Survivors' Insurance: OASI benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 08. Railroad retirement benefit: Benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 09. Military pension or benefit: Veterans benefits, serviceman's dependent benefits or any other benefits resulting from service in the armed forces by the recipient or a relative.

Code 10. Other pension or annuity: A monthly benefit, pension or annuity from any public or private source other than those listed for Codes "07" through "09" above. Use Code "06" if this income recurs at intervals of two months or more.

Code 11. Other income: Income from sources other than those listed above, e.g., contributions from friends, unemployment or disability insurance, income from personal property, etc.

PROPERTY REASONS

Code 20. Increased real property holdings: Additions to the real property of recipient and/or spouse have caused the net assessed value of total real property to exceed that permitted under the OAS law.

Code 21. Increased assessment of real property: The assessed value of the recipient's and/or spouse's real property has been increased so that the net assessed value exceeds the legal maximum, but there has been no increase in holdings.

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A-1321 (Continued)

A-1321

Code 22. Refuses to comply with real property utilization requirements: The recipient refused to utilize his real property holdings or to offer his property for sale if such sale is necessary as required by Sec. A-715.

Code 23. Increased personal property holdings: The net value of the recipient's personal property or of the combined recipient's and spouse's personal property has increased beyond the legal maximum.

PUBLIC INSTITUTION REASONS

Code 30. In public medical institution more than two calendar months: e.g., receiving medical care in a city or county hospital, district hospital, etc.

Code 31. Admitted to county infirmary (custodial care): i.e., for shelter and maintenance only. Include admission to county hospital if for custodial care only.

Code 32. Admitted to other public institution: Other than a public medical institution or county infirmary, e.g., county jail, state prison, state mental hospital, etc.

OTHER REASONS

Code 33. Accepted for ANB or APSB.

Code 34. Loss of state residence.

Code 35. Whereabouts unknown: All efforts to locate have failed.

Code 36. Discontinuance requested by recipient; no reason given for request.

Code 40 - 42. Change in state law or policy: These codes are to be used only for reporting specific changes in state law or policy. Do not use unless special instructions have been issued by the SDSW.

Code 50. Other: Reasons other than those listed above. Every effort should be made to classify a reason for discontinuance under one of the specific codes. Use this code only when no other reason is applicable.

(W&IC 115)

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A-1322 INSTRUCTIONS FOR USE OF NOTICE OF CHANGE.
(Repealed)

A-1322

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A-1324

AID PAYMENTS

Old Age Security

SUSPENSION OF AID

A-1324 SUSPENSION PROCEDURE

A-1324

The county may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid except that an initial payment may not be suspended. The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. The notification, Form AG 239-A, or a substitute incorporating the information appearing on Form AG 239-A, shall be mailed to the last known address of the recipient and the case record shall show that such notification was sent. (See Sec. A-1318, Notification to Recipient of Change in Grant.)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. An initial warrant may not be suspended. (See Sec. A-1306, Initial Payments.)

Action authorizing the suspension of aid shall be taken by the county as soon as possible after the first of the month following that for which delivery of a warrant is withheld. Exception: If the county establishes eligibility prior to suspension action on the withheld warrant, the warrant may be released without the necessity of suspension action.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the county approved the suspension, and the progress made toward establishing eligibility.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month investigation of the eligibility question which caused the suspended payment shall proceed promptly and with all diligence in order that eligibility for continued aid may be established at the earliest possible date. In such cases a notice shall be forwarded to the county auditor requesting that delivery of the warrant for the specified month be withheld. The specific reason why eligibility is questioned shall be recorded on the notification to the auditor, a copy of which shall be retained in the county case record.

Counties may devise their own form for notification to the county auditor. It may be advisable for such notification to be the same size as the warrant as this facilitates filing information regarding the dates of release with such warrants when they are returned to the auditor's office after having been cashed by the payee.

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AID PAYMENTS

A-1324

A-1324 (Continued)

A-1324

When investigation establishes eligibility, two copies of a notification prepared in triplicate, shall be forwarded to the county auditor requesting release of the warrant for the particular month. One copy shall be retained in the county file. A statement covering the results of the investigation which justified release of the warrant shall be included in the case record, either in the narrative or on the notification to the county auditor. Upon release of the suspended payment, the auditor shall indicate on the second copy the date of release of the warrant, sign it, and return it to the county welfare department where it shall be filed in the county case record. Authorization by the board of supervisors or delegated agent is not required to release a suspended warrant. (See Sec. A-1316, Retroactive Aid Payments)

When factors beyond the control of the county delay the receipt of information necessary for a determination regarding eligibility, the warrant for the second month shall be issued but delivery withheld while investigation is continued. Such situations may be due to failure to receive replies from persons or agencies in another locality, to the physical condition of the recipient, etc. A notice shall be forwarded to the county auditor specifying the particular month for which delivery of the warrant is to be withheld and a copy of this retained in the county case record. When necessary, delivery of this warrant may be withheld beyond the month for which it is issued and further suspension action is not required. (See Sec. A-1316, Retroactive Aid Payments)

In extreme cases, delivery of the warrant for the third month may also be withheld. When the investigation has not determined by the last day of the third month, that the recipient is eligible, the warrant for the third month, together with the warrants for the two previous months shall be canceled. Aid shall be discontinued effective the last day of the month immediately preceding the first suspended payment. The authorization document, reporting the discontinuance, shall be filed in the case record. (See Sec. A-1320, OAS Authorization Document)

When eligibility is established during the second or third month, the usual notification to the county auditor shall be forwarded in duplicate, requesting that the withheld warrants be released. The auditor shall return one copy to the county welfare department after indicating the particular warrants which were released and the date of release. In no case may the warrants be released later than the last day of the third month.

When ineligibility to all of the suspended warrants and to current aid is established, the suspended warrant or warrants shall be canceled. The authorization document shall be filed in the case record reporting discontinuance of aid effective the last day of the month preceding that for which the warrant or warrants are canceled. The authorization document shall also indicate which warrant or warrants are to be canceled.

When the ineligibility to one or more of the suspended warrants is established but there is current eligibility and the grant continues, the policies and procedures in Sec. A-1326, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension Procedure, shall be followed. (See Sec. A-1328, Changes in Grant During Suspension of Aid)

(W&IC 2140, 2220)

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Old Age Security

AID PAYMENTS

A-1328

**A-1326 CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT
WAS INELIGIBLE UNDER SUSPENSION PROCEDURE**

A-1326

When an authorized award is in effect but delivery of two or more warrants is withheld under the provisions of Sec. A-1324, Suspension Procedure, while investigation of a cloud on eligibility is made, it will sometimes be established that the recipient was ineligible to certain of the suspended warrants but eligible to the others. The warrant or warrants to which the recipient is found ineligible shall be canceled.

When aid continues, the cancelation of an interim suspended warrant does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not represent restoration. The authorization document showing county action shall be filed in the case record, reporting the month or months for which the suspended payment was canceled together with the reason. Only those payments which are canceled under the circumstances described in this section shall be reported in this manner. (See Sec. A-1320, OAS Authorization Document)

(W&IC 2140)

A-1328 CHANGES IN GRANT DURING SUSPENSION OF AID

A-1328

When it is found, during the suspension of aid, that the recipient was eligible for a lesser amount of aid than that for which the suspended warrant or warrants were issued, the original warrant and any other suspended warrants may be paid and a repayment demanded for the amount in excess of that to which he was eligible, or the original warrant and other subsequently suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (See Sec. A-1310, Decrease in Grant) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the county must approve the changed grant and the new warrant or warrants must be issued before the end of the suspension period.

When, during suspension of aid, it is determined that the recipient was eligible to a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be retroactively paid, or the original warrant may be canceled and a new warrant or warrants in the correct amount issued. (See Secs. A-1316, Retroactive Aid Payments, and A-1308, Increase in Grant)

The authorization document (See Sec. A-1320), shall be filed in the case record after county action, showing the change in the grant, beginning as of the first day of the month in which it was effective.

(W&IC 2140)

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A-1420 PROCEDURE FOR TRANSFER OF AID

A-1420

Upon receipt of information that a regular non-county recipient has established residence in a second county the following procedure shall be initiated. The counties involved are designated as follows: first county, the county which is currently paying aid, second county, the county to which residence has been changed; third county, any subsequent county to which residence may be changed prior to completion of one year of residence in the second county. Action is listed by chronological steps.

A. The first county, as soon as possible after the recipient's removal shall:

1. Complete Form AB 215, Notification of Transfer, in quadruplicate, Section A being completed in full. The date on which the next reinvestigation is due shall be noted under Section A. One copy shall be retained and three copies sent to the second county. (Facsimile signatures of county workers are acceptable on Form AB 215 provided they are affixed by the special authority of the person whose signature is used.)
2. Supply the second county with any pertinent information other than that shown in Section A of Form AB 215, and request any specific information desired from the second county.

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A-1420

INTER-COUNTY TRANSFERS

Old Age Security

A-1420 (Continued)

A-1420

3. Advise the second county of the recipient's residence status in the first county, i.e., regular recipient or noncounty recipient. If noncounty, the date residence was established in the first county shall be given.
4. Provide the second county with a certified copy of the application form (Ag 200); age, citizenship and residence evidence; verification of real and personal property; the latest responsible relative forms (Ag 225) and evidence of guardianship (DPA 5) if applicable. In addition the second county shall be provided with information pertinent to current eligibility and the grant such as source and amount of income and how verified, essential data including notification dates, in relation to utilization of real property, etc; and a copy of the notification forwarded to the individual when aid was granted or the amount changed, whichever was later.

If there is doubt as to whether it is the recipient's intent to establish residence in the second county, forwarding of this material to the second county may be postponed until the second county interviews the recipient and completes Section B of the Form AB 215, Notification of Transfer. (See Section B below.)

5. Send Form AB 217, Notification to Recipient Who Changes County Residence, to the recipient at the time Section A of Form AB 215 is completed. This notification informs the recipient of future county procedure and of his own responsibilities if delay or interruption of aid is to be avoided.

B. The second county, as soon as possible after receipt of Form AB 215 shall:

1. Verify the presence of the recipient in the county, by making a home call or interviewing the recipient elsewhere, and secure the completed Affidavit of County Residence (Form AB 216). (When noncounty aid is to be granted by the second county, Form AB 204, Applicant's Affidavit of Intent as to Residence, shall be secured in place of AB 216, to substantiate the date residence was established in the second county.) At the time of this initial contact the second county may secure the completed application, Form Ag 200. In transferring responsibility for payment of aid from one county to another an application in the second county is not legally required. However, in order that financial documents in the second county will be complete the securing of an application by the second county is recommended. The date of signature on the application in the second county is not pertinent and in no way affects the beginning date of aid in the second county.

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INTER-COUNTY TRANSFERS

A-1420

A-1420 (Continued)

A-1420

2. Obtain residence evidence (if a lapse of time occurred between the date of removal from the first county and the establishment of residence in the second county) which will support or refute the presumption that the required one year period of residence in the second county started upon date of removal from the first county. Evidence obtained under these circumstances shall be entered on Form AB 216 (or AB 204 when used).
 3. Complete Section B of Form AB 215, taking into consideration any changes which might affect the grant of aid, retain one copy and return two copies to the first county, along with any specific information requested by the first county.
 4. Make the necessary investigation of eligibility and authorize aid, if eligible, in the same way as for any new application. (See Sec. A-1320, OAS Authorization Document)
- C. The first county upon the return by the second county of Form AB 216 (or AB 204 if noncounty) and of Form AB 215 with Section B completed, shall:
1. Complete and sign Section C of Form AB 215. One copy shall be retained, and one returned to the second county.
 2. Send to the recipient Notification of Effective Date of Transfer, Form AB 218, at least one month prior to the effective date of the transfer.
- D. The second county shall begin payment of aid in a regular case on the first day of the month following the completion of one year of residence in that county, unless the date of one year of residence falls on the first of the month, in which event aid shall begin on that date.

In noncounty cases assumption of responsibility by the second county shall be at the earliest possible date, but in no event shall there be lag or overlapping between date of discontinuance by the first county and date of beginning aid in the second county. When it is impossible for the second county to complete the investigation and grant aid by the date on which the recipient would have gained the required residence in the first county and participation would normally have begun in the first county, aid shall be continued by the first county and will be reimbursed on a noncounty basis by the state. Such payment of noncounty aid by the first county shall not continue later than the date upon which participation in payment of aid is in order in the second county, (the first of the month following completion of one year's residence in the second county, unless the date of completion of one year's residence falls on the first of the month, in which event aid shall begin on that date).

(Waic 2140, 2160, 2200, AGO NS 891)

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B-140 WHEN APPLICATION IS TO BE TAKEN

B-140

The Application, Form EL 200, shall be signed by the applicant (and acknowledged by a properly qualified official) at the time when he first makes his need known, unless he does not desire to continue with the application. The applicant may realize that he is not eligible, or for some other reason may choose not to continue with the application. Persons who are obviously ineligible shall be permitted to sign an application if they wish to do so.

If aid has been denied, or if it has been discontinued for a period of more than twelve months, or if aid is being transferred from one county to another, a new application shall be completed, except in any one of the following instances:

1. If an application has been denied erroneously; i.e., if the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or if the application was denied before all reasonable sources of information as to eligibility had been exhausted.
2. If aid is granted on appeal to SSWB.
3. If the board of supervisors after a hearing rescinds a former denial action of the county.
4. If the SDSW finds that an appellant is eligible on degree of blindness. The appeal may be from either denial or discontinuance of aid. In either case, a completed authorization document shall be submitted to SDSW.
5. If the SDSW finds, upon subsequent eye examination, that an individual whose aid had been previously denied or discontinued for less than twelve months, because of insufficient blindness, is found eligible as to degree of blindness.
6. If request for restoration is made within twelve months following the date of denial or discontinuance.

Aid may be granted under ANB or APSB on an application taken for either program unless aid has been denied or discontinued for twelve months or more.

(W&IC 3075, 3460)

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B-155 GUARDIANSHIP

B-155

If a guardian makes application, the full name of the applicant should be used at the top of the form. For the signature at the bottom of the blank the guardian should sign his own name as legally appointed guardian of the applicant; e.g., John Doe, legally appointed guardian of Richard Roe. The signatures of both the guardian and the applicant are required at the bottom of the blank unless the guardian is guardian of the person and the estate in which case only the guardian signs.

Guardians are appointed for persons adjudged unable to manage and care for themselves or their property without assistance. Only a person who has been granted letters of guardianship by a court of competent jurisdiction may act as guardian.

One who is guardian of the person only may not act for his ward in financial matters. Therefore, the signature of both the ward and the guardian of the person are required on the Application (Form El 200), Recipient's Affirmation of Eligibility (Form El 206), or other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the person is the only signature required on affidavits or other documents pertaining to the person or whereabouts of the ward such as age, citizenship, residence, etc. Guardianship of the person does not affect the payment of aid, and warrants shall be made payable to the recipient whose signature remains valid on all financial documents.

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APPLICATION PROCESS

Aid to the Blind

B-155 (Continued)

B-155

One who is guardian of the estate only has no responsibility for the person or whereabouts of his ward. His signature and that of the ward are required on Forms Bl 200 and Bl 206, or other documents relating to both the person and to the financial affairs of the ward. The signature of the guardian of the estate is the only signature required on documents pertaining solely to the finances and property of the ward such as authorization for financial investigation, property conveyances, financial contracts, warrants, etc. If aid is granted, the warrants shall be made out to the guardian of the estate and shall be delivered to and endorsed by him. Only his endorsement of such warrants is valid.

A guardian of both the person and estate has entire responsibility for the person of the ward and his financial affairs. Only his signature is valid on any and all documents relating to the ward or his financial affairs. (PROB. C 1460 ET. SEQ.)

If a guardian of the person or of the estate, or of both the person and the estate, has been appointed prior to the date aid is granted, Summary of Letters of Guardianship (Form DPA 5) shall be obtained.

If a guardian is appointed subsequent to the granting of aid, report shall be made to the SDSW in accord with the following procedure:

1. Guardian of the estate (or person and estate)--An authorization document reporting the change of payee effective with the first of the month following the date letters of guardianship were issued shall be submitted to the SDSW.
2. Guardian of person only--Form DPA 5 shall be completed during the next annual redetermination.

If a recipient who has a guardian of the person, or the estate, or both, moves to another county and transfer arrangements are initiated, it shall be the responsibility of the first county to notify the second county of the guardianship by attaching a copy of Form DPA 5 to the Notification of Transfer (Form Bl 215), forwarded to the latter county.

If the letters of guardianship are vacated and a recipient's guardian discharged, or guardianship is terminated by the death of guardian, the county shall notify the SDSW immediately giving date of termination. Notification shall be made by submission of an authorization document. If the guardian was of the estate or of the person and estate, an authorization document shall report the change in payee.

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APPLICATION PROCESS

B-155 (Continued)

B-155

The costs of guardianship, i.e., court costs, attorney and bonding fees, etc., do not constitute a need of the individual to be considered in determining the grant of aid, and such costs may not be paid from the grant of aid.

Aid shall not be granted to a ward if the guardian of his estate is an employee of the county welfare department. Aid may be granted to a ward whose guardian of the estate is an employee of the SDMH provided the ward is otherwise eligible.

(W&IC 3075, 3460)

B-160 APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL

B-160

The application procedure of persons about to be given a leave of absence from state hospitals shall be as outlined below. It shall apply to the applicant for whom a guardian has been appointed and to the one who has no guardian.

1. Prior to release of the person on a leave of absence, the SDMH shall refer the request for aid to the county in which the inmate had residence at the time of commitment. The referral shall be by letter giving a resume of the social data in the institution's records. In addition the letter shall contain the following.
 - a. A statement that the applicant is ready for a leave of absence and whether a guardian has been, or is to be, appointed. (If it is determined that guardianship is necessary the guardian should be appointed before the application is signed.)
 - b. Information as to the home placement which will be available when eligibility for aid is established.
2. The county of residence shall send the application (Form Bl 200) to the SDMH. The SDMH is responsible for securing a signed, properly acknowledged application. If a guardian has been appointed he shall sign the Form Bl 200 and a copy of the letters of guardianship shall be sent to the county. The application interview is taken by a social worker of the SDMH who transmits the Form Bl 200 and a record of the interview to the county of residence.

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APPLICATION PROCESS

Aid to the Blind

B-160 (Continued)

B-160

If the applicant has already been given a leave of absence and is living in the county in which he had residence at the time of commitment, application shall be made by him to the local county welfare department. If the applicant has a guardian, the application shall be signed by the guardian as indicated in Sec. B-155, Guardianship. The application shall be processed as any other application. The SDMH does not participate in completion of the application or the determination of eligibility.

If an applicant has already been given a leave and is living in a county other than that in which he had legal residence immediately prior to the commitment, the county in which he lives shall accept the application on behalf of the responsible county. The county in which application is made shall interview the applicant and give all necessary assistance in the establishment of eligibility.

The county of residence is responsible for the usual determination of eligibility and for completion of the authorization document and other required forms in accordance with information obtained during the determination of eligibility, and for the payment of any fees required in connection with the determination of eligibility, such as for eye examination.

The SDMH assumes full responsibility for the release and the welfare of the patient on leave; will have a guardian of his estate appointed, when indicated; select the home in which the patient on leave is placed; transfer him to the home; and give personal supervision in the home.

If additional information is necessary in connection with the application of one who is an inmate of a state hospital but awaiting leave, the social worker of the SDMH shall be asked to obtain information from the applicant or to make collateral calls in the county in which the institution is located.

If the applicant is in a state hospital awaiting leave and the determination indicates eligibility, the county of residence shall, just prior to action on the application, write to the state hospital for verification of the fact that a plan has been completed for the applicant to leave the institution as soon as aid is granted. (Some applicants for aid are not given leave until aid has been granted.)

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Aid to the Blind

APPLICATION PROCESS

B-160 (Continued)

B-160

The following procedure is then applicable:

1. Immediately after action on the application, the state hospital from which the applicant is to be given a leave of absence shall be notified. If aid is approved, the notification shall be accompanied by two copies of Form Bl 235, Certification From State Department of Mental Hygiene of Applicant's Release from State Hospital, to be completed by the SDMH.
2. Upon release of the patient on leave from the hospital one copy of the completed Form Bl 235 shall be returned to the county of residence.
3. On receipt of Form Bl 235 giving the date on which the applicant was released from the state hospital, the applicant's warrant is mailed to him if he has no guardian, or to the guardian, if a guardian of the estate, or of the person and estate has been appointed.

The aid is paid directly to the person on leave when:

1. No guardian has been appointed; or
2. The guardian is of the person only.

The aid is paid to the guardian when he is:

1. Guardian of the estate only; or
2. Guardian of the person and the estate.

(See Sec. B-155 Guardianship)

(W&IC 3075, 3460; Prob. C 1460 et seq; AGO NS858, NS3293)

B-165 APPLICATION OF PAROLEE FROM PRISON

B-165

If a parolee from a state or federal prison lives in the county in which he had legal residence immediately prior to commitment to the institution and applies for aid in that county, the application shall be taken and the usual determination of eligibility completed.

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B-165 (Continued)

B-165

If the parolee lives in a county other than that in which he had legal residence immediately prior to the commitment, the county in which he lives shall accept the application (Form BI 200) on behalf of the responsible county. The county in which application is made shall interview the applicant and give all necessary assistance in the establishment of eligibility. This includes forwarding the completed application and other documents which require the applicant's signature, all available proof relating to blindness, or other points of eligibility.

The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the authorization document and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for the applicant.

(W&IC 3075, 3460; AGO NS5624)

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B-180 REPORTING ACTIONS OF COUNTY TO SDSW

B-180

The SDSW shall be notified of the action of the county on all applications, requests for restoration, discontinuances, and requests for change from one form of aid to another within 15 days after such action by submission of the properly completed appropriate form or forms set forth in the following chart:

Granted

Application - Bl 200
Authorization Document - Bl 278
Social Data Record Card - Bl 230

Denied

Application - Bl 200
Authorization Document - Bl 278

If denial is corrected a copy of the completed authorization document showing approval by the county shall be submitted to the SDSW (See Sec. B-230). If aid is granted on an appeal to the SDSW following a denial or discontinuance, a completed authorization document shall be forwarded to the SDSW.

For detailed procedures with respect to county aid claims, reference should be made to the Manual of Fiscal Policies and Procedures.

(W&IC 3077, 3085, 3089, 3460)

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DETERMINATION OF ELIGIBILITY

Aid to the Blind

B-218 CASE RECORDS

B-218

A. Purpose of Case Records

The case record is the foundation of a public welfare program. The information contained in it, reflecting an adequate and proper determination of eligibility factors, serves to protect the public as well as the individual applicant or recipient. It protects the public interest by containing verification that public funds are being properly expended or that they were properly denied to an applicant deemed ineligible for such funds on the basis of available facts. The case record serves as an assurance to the individual that a determination was made in an impartial and proper manner, and that any aid authorized on his behalf was paid according to law.

It is, therefore, essential that case records shall be maintained which shall contain factual evidence that is adequate and competent to support the recommendation that aid be granted or denied. If there are pertinent conflicts in information relating to eligibility or ineligibility, the case record shall show how these were reconciled.

B. Document Contents

In general, the case record shall contain the face sheet, when used, the narrative record, the Report of Investigation (Form Bl 202) or a substitute combination of the face sheet (DPA 4) and the narrative.

It shall also include, in a uniform arrangement, copies of all forms completed in connection with an application and investigation, including the forms required for submission to the SDSW, as well as those devised by the county, and copies of all correspondence.

The case record shall contain verification that a copy of the Notification of Action by the County (Form Bl 239) was mailed to the applicant or recipient. If a copy of the Form Bl 239 (or a carbon copy of the information included on the Form Bl 239) is not filed in the case record, the date the Form Bl 239 is mailed to the applicant or recipient shall be recorded either: (1) in the case history, or (2) on the copy of the authorization document which is retained in the case record.

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Aid to the Blind

DETERMINATION OF ELIGIBILITY

B-218 (Continued)

B-218

C. Recorded Contents

All information pertinent to eligibility should be recorded. Irrelevant material should be excluded. The needs of the individual, and the services rendered to meet those needs by the county or another agency, should be noted in the case record. In the initial interview, information obtained regarding the individual's changed circumstances which prompted the application for aid, his attitudes, plans, etc., relating to rehabilitation, employment, and adjustment, is most helpful in later evaluation of his needs and determination as to how they can be met. This information should also be recorded, if applicable, at time of the redetermination.

The content of documents in the applicant's possession or in public records which were examined by the worker shall be recorded. Such recording shall fully identify the document and clearly state the facts therein which were extracted as evidence. It is unnecessary to have copies of such documents in the record.

D. Preservation of Contents

Forms Bl 200, Bl 206, and the authorization document, together with any documents supporting determination of eligibility, and accounting records constitute records to be preserved. One copy each of such forms, documents, and records shall be preserved for a period of at least five years from the date on which the recipient last received Aid to the Blind from the county.

E. Destruction of Case Records

"The board of supervisors in each county may, in its discretion, authorize the destruction or disposition of the case history, or any part thereof, of any recipient of aid to the needy blind who has not received such aid from such county for in excess of five years prior thereto..." (W&IC 3091.5)

"Case history" as referred to herein includes the narrative, application and affirmation forms, authorization documents, etc.

Ledgers, registers, and other summary financial records do not constitute part of the case history and may not be destroyed under the above statutory provisions.

In no event shall any case history be destroyed if:

1. There is known to be a pending federal and state exception on the case.
2. The former recipient is obligated to repay assistance in accordance with current repayment policies and the case record contains promissory notes, mortgages, and similar documents with respect to the recipient owing repayment.

Any important documents filed in the case record which may be of value to the recipient shall be removed from the case history before it is destroyed. Such documents should be returned to the former recipient, if his whereabouts is known.

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B-218 (Continued)

B-218

If case histories are to be destroyed, the method of destruction shall be such that the confidential nature of the records will be adequately protected. For example, if the records are to be turned in as paper salvage, they must be previously rendered illegible.

(W&IC 3075, 3460)

B-220 CHANGE FROM ONE FORM OF AID TO ANOTHER

B-220

An applicant for or recipient of OAS or ANC may apply for ANB or APSB or vice versa, and if eligible, aid shall be granted. Aid shall not be received under the ANB or APSB law while aid under the OAS or ANC law is being received and vice versa; i.e., aid shall be discontinued in OAS or ANC as of the day preceding the date on which ANB or APSB begins, or vice versa.

A person who is receiving APSB may change to ANB at any time. A person receiving ANB may change to APSB at any time.

If aid is changed from one category to another, every possible effort should be made to the end that, whenever possible, no interruption in the receipt of aid occurs; neither shall there be overlapping of the date of discontinuing one aid and the date of beginning the other aid.

A recipient of APSB shall be transferred to ANB if the county is not satisfied that he has an adequate plan for self-support or is not making a sufficiently sincere and sustained effort toward self-support. Similarly, an ANB recipient shall be transferred to APSB if he meets the eligibility requirements therefor, and provided he requests the transfer either orally or in writing. It is not necessary for the county to complete a new application when a transfer from one chapter of Aid to the Blind to the other is effected. The request for transfer shall be recorded in the county file and a completed authorization document submitted to the SDSW.

The recipient need only be required to furnish information concerning those items which will require additional verification to determine his eligibility for the aid requested.

If a determination is due at the time of the transfer from ANB to APSB, or vice versa, full information shall be secured and the Recipient's Affirmation of Eligibility (Form EL 206) shall be completed by the recipient. (See Sec. B-624, Beginning Date of Aid)

(W&IC 3045, 3075, 3083.3, 3083.5, 3445, 3460, 3471.5, 3473)

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Aid to the Blind

DETERMINATION OF ELIGIBILITY

B-224 FACSIMILE SIGNATURES

B-224

Documents on which facsimile signatures are acceptable are:

Authorization to Pay, Deny, Suspend, or Discontinue Aid to the Blind
signed by county worker and by case supervisor or county director; also
signed by county clerk or deputy or the delegated agent of the board of
supervisors. (See Sec. B-663)

Social Data Record Card (Bl 230) signed by "person completing form."

Notification of Transfer (AB 215) signed by county worker.

It is necessary that the facsimile signatures be affixed either by or
under the special authority of the county officer whose signature is thus affixed.

(W&IC 3075, 3460)

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REVISION 328

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(Pursuant to Government Code Section 11380.1)

DETERMINATION OF ELIGIBILITY

Aid to the Blind

B-226 CERTIFICATION AND AFFIRMATION OF ELIGIBILITY

B-226

A. Certification of Eligibility

The Authorization to Pay, Deny, Suspend or Discontinue Aid to the Blind, is the report of the county to the SDSW certifying that eligibility or ineligibility has been established; that complete supporting evidence is on file in the county office; and on which action of county completing the eligibility determination is shown. This form provides a basis for payment of the county's claim for reimbursement.

Upon completion of the eligibility determination, the last step of which is action by the board of supervisors or its authorized agent, the county shall submit a copy of the authorization document to the SDSW. (See Sec. B-663).

B. Affirmation of Eligibility

The results of the redetermination shall be recorded on the reverse of Recipient's Affirmation of Eligibility, Form Bl 206, unless an alternate form approved by SDSW is used or the material is recorded elsewhere in the case record. Regardless of where the results of the redetermination are recorded, Item 10 on the reverse of Form Bl 206 shall be completed for every case. (See Sec. B-234, Determination of Continuing Eligibility)

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B-226 (Continued)

B-226

C. Recording on Forms

If the county accepts the statement of the applicant or recipient as evidence of eligibility without further investigation, a statement shall be recorded in the case record, or on the reverse of the Form El 206, such as "Applicant's sworn statement on Form El 200 (or Form El 206)." If on any point of eligibility it is deemed necessary to secure verification other than the sworn statement of the applicant or recipient, the entry in the case record, or on the reverse side of the Form El 206, shall show the method by which such verification was secured.

No separate document concerning degree of blindness will accompany the Application, Form El 200, and authorization document, to the SDSW, but recording shall appear in the case record showing the name of the examiner, date of the examination and whether the examination showed eligibility or ineligibility.

(W&IC 3075, 3081, 3085, 3089, 3460, 3470)

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DETERMINATION OF ELIGIBILITY

Aid to the Blind

B-230 BOARD OF SUPERVISORS ACTION

B-230

Upon receipt of an application or request for restoration, the county shall make a determination of eligibility or ineligibility. On the basis of this determination, a recommendation shall be made to the board of supervisors that aid be granted or denied. If the recommendation is that aid shall be granted, the amount of aid and the beginning date of payment shall be indicated. (See Secs. B-222, When Aid Shall be Denied, and B-145, Withdrawal of Application or Request for Restoration.)

The board of supervisors shall grant or deny the application or request for restoration at the first meeting for consideration of such applications or requests for restoration subsequent to receipt of the recommendation of its designated representatives.

On the basis of its determination, the county shall recommend to the board of supervisors any indicated change in the aid payment, including restoration, increase, decrease, cancellation of warrants undersuspension or withholding procedure, transfer from one form of aid to another, and discontinuance. If it is recommended that aid be restored, increased, or decreased, the recommendation shall include the amount of the aid as well as the effective date. All recommendations for other changes shall include the effective date.

Action of the board of supervisors granting, restoring, transferring from one form of aid to another, increasing or decreasing aid, constitutes the final action which unconditionally authorizes payment to the specified payee. Such action authorizes payment immediately, except where a future date is specified. With respect to continuing grants, the first day of each month (as provided by law) is the effective date of the continuing authorization for payment.

Likewise, when aid is granted pursuant to an order of the SSWB (after a hearing on appeal), the action of the board of supervisors by which the SSWB order is executed constitutes the final action which unconditionally authorizes payment to the appellant. The SSWB, when ordering aid paid on an appeal, in effect remands the case to the board of supervisors which has the power to direct disbursement of funds from the county treasury.

Authorization of the board of supervisors or its delegated agent is mandatory with respect to its execution except where payment of aid is withheld or suspended because of a well-founded basis for questioning eligibility.

If aid is denied erroneously, the board of supervisors shall correct its previous denial and the SDSW shall be notified of this action. The authorization document shall be used to report the correcting action. (See Sec. B-630, Item 9)

The authority of a county board of supervisors to grant, restore, increase, decrease, suspend, discontinue, and deny aid, or authorize return of erroneous payments may be exercised by an agent when duly appointed by resolution by such board.

Persons to whom the board of supervisors delegates its authority shall be designated and such agents shall be persons who direct, supervise, or perform the determination of eligibility for assistance.

(W&IC 7.1, 3026, 3082, 3083, 3084, 3421, 3472; AGO 53/713)

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B-490 TRANSFER OF PROPERTY TO QUALIFY FOR AID

B-490

No person is eligible for aid if a voluntary transfer or assignment of real or personal property has been made by him for the purpose of reducing the valuation of remaining holdings within the statutory maximum. (In ANB, the assessed valuation of real property, and in APSB, the assessed valuation of all property shall be considered.)

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Aid to the Blind

PROPERTY

B-490 (Continued)

B-490

No person is eligible for aid if a voluntary transfer or assignment of real property, or life estate interest therein, has been made by him in order to avoid utilization of the resource. (See Sec. B-436, Utilization of Real Property.)

If title passed by delivery of the deed more than two years preceding the date of application, it is the presumption, which may be refuted, that the transfer of title was made in good faith and not for the purpose of qualifying for aid or for a greater amount of aid. (See Sec. B-424, Life Estate Interest.)

A. Transfer for Life Care

Unless there is evidence that the contract is not enforceable, a transfer of property, subject to the condition that the donee will provide full support for the donor for the remainder of his life, renders the donor ineligible as he has entered into a contract for life care. If an enforceable contract of this nature provides for less than full support, the amount provided shall be considered income, and aid (not to exceed the maximum grant) may be granted to the extent of any unmet need.

B. Determination of Reasons for Voluntary Transfer

Transfer of property involves the determination of intent. Among the factors to be taken into consideration are:

1. Date of transfer.
2. Consideration received
3. Value of the property, including the amount of any mortgage, delinquent taxes, or other assessments and encumbrances which affect the value of the grantor's equity.
4. Reason for the transfer.
5. Amount of income derived from the property.
6. Physical ability of the grantor to continue the operation that produced the income; efforts toward lease or sale of property in the event of inability to continue its operation.
7. Person in receipt of the income prior and subsequent to the transfer.
8. Threat of foreclosure, if any.
9. Ability of grantor to meet mortgage or assessment payments.

C. Duration of Ineligibility

If a person becomes ineligible because of transfer of real property to qualify for aid or to avoid utilization of the resource, the period of ineligibility shall begin the first day of the month following that in which such property was transferred. The duration of the period of ineligibility shall be based upon the period that a reasonable return for the grantor's equity in the property, had it been sold, would have supported the grantor and those dependent upon him. The support of an individual without dependents shall be figured at \$150 a month, and for each dependent the sum of \$50 a month shall be added. The period of ineligibility in months is determined by dividing the estimated net market value of the transferred property at the time the transfer occurred by the appropriate monthly support allowance. The result is adjusted to the nearer whole number.

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B-490 (Continued)

B-490

If it is not possible to secure an estimate of the market value of real property, use that figure which represents double the assessed value at the time the transfer was made.

If the facts establish that an applicant or recipient transferred personal property for the purpose of qualifying for aid or for a greater amount of aid, the period of ineligibility shall be determined as follows:

1. Determine the amount by which the value of the total personal property holdings exceeded the statutory maximum at the time of the transfer.
2. Divide that amount by the appropriate monthly maintenance allowance (i.e., \$150 in the case of a single recipient without dependents; \$200 for a married person living with a spouse and having no other dependents, etc.) and adjust the result to the nearer whole figure. This results in the number of months beginning with the first of the month following that in which the property was transferred, during which the applicant or recipient is ineligible for aid on this basis.

The income a person receives during the period of ineligibility due to transfer of property in order to qualify for aid shall not be used to extend that period. Aid paid to a recipient during the period of ineligibility shall not be considered in determining the period of ineligibility. Under such circumstances there may exist a right to request repayment of aid received while ineligible. (See Sec. B-672, Right to Request Repayment of Aid.)

(W&IC 3047.2, 3047, 3075, 3447, 3460; 20 Col. (2d) 865)

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B-512 ELIGIBILITY OF PUBLIC INSTITUTION INMATES**B-512**

An inmate of a public institution may apply for aid. If otherwise eligible, aid shall be granted from the first of the month in which the determination is made that he is eligible, provided the applicant has a bona fide plan to move from the institution following receipt of the first payment. Likewise, aid shall be granted to an eligible applicant who became an inmate of a public institution after the application was signed.

Not more than one warrant may be delivered to the applicant at the public institution. The applicant must move from the institution as soon as possible after receiving his first warrant. Should the applicant remain in the institution after the last day of the month for which the initial warrant is paid, he is ineligible for the warrant for the next month and for each succeeding month up to the month following that in which he leaves the institution.

Example: An inmate of a public institution signed an application on October 8. The applicant planned to leave the institution in November. Aid is granted on November 26, effective November 1, and the November warrant is delivered to the applicant at the institution on November 29. The applicant moves from the institution on December 4. The warrant for December is canceled because the applicant did not leave the institution until after November 30. Aid is paid effective January 1 if the applicant remains otherwise eligible.

Federal participation is available in the aid payment for the month for which the initial warrant is delivered, provided the applicant moves from the institution on or prior to the last day of that month.

An inmate of a federal hospital or home located in this state, and which is not supported in whole or in part by the state or any of its political subdivisions, may apply for and receive aid while an inmate. (AGO NS572)

A person confined in a public institution of a custodial or correctional character is not eligible to receive aid, and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. If aid is restored following discontinuance because of confinement in a public hospital or in a public institution of a custodial or correctional character, aid may be restored for the balance of the month during which he was not confined in such institution, provided he is otherwise eligible. (See Sec. B-515, Eligibility During Hospitalization; for ANB, see Sec. B-518, Institutional Subvention for Hospital or Infirmary Care ANB Only)

Certification of Payment after Release of Inmate from County Institution

As evidence that an applicant whose application was granted while an inmate of a public institution and who received his first warrant while in the institution, ceased to be an inmate following receipt of that warrant, a Certificate of Delivery of Payment of Aid, Form AB 231, relating to the warrant for the second month shall be completed and filed in the case record. The county official or other person delivering the warrant certifies on AB 231 to the day the applicant left the institution and the date the warrant was delivered.

If aid is restored following discontinuance because the recipient entered a county public institution, Form AB 231 need not be completed but the authorization document, (See Sec. B-663), shall show the date the recipient left the institution. If the authorization document restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form AB 231 shall be completed as evidence that he left the institution on or prior to the effective date of restoration.

This procedure does not apply if a recipient enters a hospital for temporary medical care and aid is continued. Warrants shall be delivered to such recipients after admittance to the institution in accordance with the rules in Sec. B-515. (See Sec. B-651, Restoration of Aid.)

(W&IC 3044, 3044.5, 3075, 3084, 3444, 3460; AGO NS572, NS4700)

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B-518 INSTITUTIONAL SUBVENTION FOR HOSPITAL OR INFIRMARY CARE
ANB ONLY

B-518

Payment to the county for medical, hospital, or infirmary care rendered a former recipient of ANB in a county institution at county expense may be made if all of the following conditions are met.

1. The individual was eligible for and was receiving aid on the date of admission.
2. The individual has been continuously confined in the institution and two calendar months since date of admission have elapsed. (See Sec. B-515, Eligibility During Hospitalization.)
 - a. The two calendar months from the date of admission shall be deemed to be continuous if the individual is released and re-enters the county institution within 10 days.
 - b. If the individual is released and re-enters the institution within 10 days and before aid is restored, his confinement in the institution shall be deemed to have been continuous.
3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during each month for which a claim is filed.

The state's payment for medical, hospital, or infirmary care rendered a former recipient of ANB in a county institution is \$35.20 per month, or portion of a month.

There may be overlapping of payment to the county for institutional care and payment of aid to the individual. If aid is restored to the recipient effective as of the date of release from the institution (either by automatic restoration or by separate action during the month of release), institutional subvention is payable for the full month.

If a former recipient for whose care institutional subvention is paid dies before the end of the particular month, institutional subvention is payable for the full month. (AGO NS5350)

Subvention shall be claimed by the county rendering the care irrespective of the former recipient's residence status, except when such care is being given under a contractual arrangement between the two counties in which case, the county paying for the care rendered shall claim.

Claims for subvention shall be submitted to the SDSW in accord with the provision of Sec. F-900, Claims for County Institutional Subvention, in the Manual of Fiscal Policies and Procedures.

(W&IC 7.1, 3044.1, 3075)

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Aid to the Blind

RELATIVES**B-580 RESPONSIBILITY OF RELATIVES****B-580**

The statutes provide that the following relatives of an applicant or recipient are legally responsible for his support if they are living in this state and are financially able to assume such support, either in whole or in part: husband or wife, parent, or adult child. The law authorizes (but does not require) the county to take recovery action against such relatives if financially able to make a contribution toward the support of the blind person.

Aid shall not be withheld on the ground that investigation of responsible relatives ability to contribute has not been completed or upon recovery of aid. Aid shall be granted to qualified persons regardless of whether they have responsible relatives able, though not willing, to support or to contribute to the support of the person. (See Sec. B-584, Statement of Responsible Relative.)

(W&IC 3088, 3088.1, 3474, 3474.1)

**B-582 DETERMINATION OF PECUNIARY ABILITY
OF RESPONSIBLE RELATIVES****B-582**

The board of supervisors shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) residing within California to contribute to the support of the applicant or recipient. (See Sec. B-570, Contribution from Legally Responsible Relatives; Sec. B-546, Offer of Support as Income; Sec. B-234, Determination of Continuing Eligibility.)

If the information given by the relative shows that he will contribute equal to, or more than, the amount specified by the Relatives' Contribution Scale, the board of supervisors shall notify him of the amount of his liability under the scale and confirm the amount of the contribution by a letter or Form Bl 246-A to the relative. (See Sec. B-546, Offer of Support as Income)

The relative may state he will contribute less than his apparent liability, or that he will make no contribution. Should the relative submit information regarding his financial circumstances which he believes should be given consideration, the board of supervisors shall consider unusual circumstances in determining whether, or for what amount, the relative appears liable. Among the circumstances reported by the relative may be the expense to the relative of providing the applicant or recipient with free rent in a separate dwelling, apartment, etc. The value of such contribution in kind may not exceed \$15 insofar as the recipient is concerned. (See Sec. B-544) However, by providing free rent to the recipient the relative may be foregoing income in a greater amount than the value placed on the contribution in kind to the recipient. In evaluating the amount of the relative's contribution under such circumstances, recognition shall be given to the rental income which the property would normally provide rather than the value to the recipient of the free rent provided.

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RELATIVES

Aid to the Blind

B-582 (Continued)

B-582

If the relative appears liable, either for the maximum amount specified in the Relatives' Contribution Scale or for a lesser amount, as determined by the board of supervisors the relative shall be notified of his liability either by use of Form Bl-246 or by letter. If the board of supervisors finds the relative to have no liability, the facts supporting this conclusion shall be recorded in the case record.

If the county is unable to secure information regarding the pecuniary ability of the responsible relative to support, an attempt shall be made to again contact the relative by a follow-up letter or an interview, if possible. The applicant shall be interviewed on the following points:

1. Amount of contribution now received from the responsible relative.
2. His knowledge, if any, regarding the financial status of the responsible relative.
3. His willingness and ability to secure the responsible relatives cooperation.
4. Date of applicant's last contact with the responsible relative.
5. Pertinent information concerning family relationships or attitudes that may prevent county from securing information from the responsible relative concerning his pecuniary ability to support.

If, as a result of additional effort, it has not been possible to secure a Form Bl 225, or information otherwise, as to the financial circumstances of the responsible relative, a report of this fact shall be made to the board of supervisors. The board of supervisors may refer the matter to the district attorney or other civil legal officer for appropriate action under W&IC Secs. 3088 and 3474.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives or in securing support from responsible relatives shall be recorded in the case record.

(W&IC 3075, 3088, 3460, 3474)

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Aid to the Blind

RELATIVES**B-583 RELATIVES' CONTRIBUTION SCALE****B-583**

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for or recipients of aid according to the relative's net income and number of dependents. The board of supervisors shall determine the relative's liability at the amount specified by the scale, except that if an amount less than that specified by the scale is warranted by the financial circumstances of the responsible relative the county board of supervisors shall fix the amount of the liability. In some cases the financial circumstances of the relative may be such that the board of supervisors will make a finding of no liability. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. B-538, Division of Income with Spouse)

For purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom the relative provides the major portion of support in or out of the home. Only one relative can claim any given person as a dependent.

(Section Continued on Next Page)

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RELATIVES

Aid to the Blind

B-583 (Continued)

B-583

A. Net
monthly
income of
responsible
relatives in
family

B. Number of persons dependent upon income

1 2 3 4 5 6 7 8 9 10
and
over

C. Maximum required monthly contributions

200 or under----	0	0	0	0	0	0	0	0	0	0
201 - 225 ----	5	0	0	0	0	0	0	0	0	0
226 - 250 ----	10	0	0	0	0	0	0	0	0	0
251 - 275 ----	15	0	0	0	0	0	0	0	0	0
276 - 300 ----	20	0	0	0	0	0	0	0	0	0
301 - 325 ----	25	5	0	0	0	0	0	0	0	0
326 - 350 ----	30	10	0	0	0	0	0	0	0	0
351 - 375 ----	35	15	5	0	0	0	0	0	0	0
376 - 400 ----	40	20	10	0	0	0	0	0	0	0
401 - 425 ----	45	25	15	5	0	0	0	0	0	0
426 - 450 ----	50	30	20	10	0	0	0	0	0	0
451 - 475 ----	55	35	25	15	5	0	0	0	0	0
476 - 500 ----	60	40	30	20	10	0	0	0	0	0
501 - 525 ----	65	45	35	25	15	5	0	0	0	0
526 - 550 ----	70	50	40	30	20	10	0	0	0	0
551 - 575 ----	75	55	45	35	25	15	5	0	0	0
576 - 600 ----	80	60	50	40	30	20	10	0	0	0
601 - 625 ----	85	65	55	45	35	25	15	5	0	0
626 - 650 ----	90	70	60	50	40	30	20	10	0	0
651 - 675 ----	95	75	65	55	45	35	25	15	5	0
676 - 700 ----	100	80	70	60	50	40	30	20	10	0
701 - 725 ----	105	85	75	65	55	45	35	25	15	5
726 - 750 ----	110	90	80	70	60	50	40	30	20	10
751 - 775 ----	115	95	85	75	65	55	45	35	25	15
776 - 800 ----	120	100	90	80	70	60	50	40	30	20
801 - 825 ----	125	105	95	85	75	65	55	45	35	25
826 - 850 ----	130	110	100	90	80	70	60	50	40	30
851 - 875 ----	135	115	105	95	85	75	65	55	45	35
876 - 900 ----	140	120	110	100	90	80	70	60	50	40
901 - 925 ----	145	125	115	105	95	85	75	65	55	45
926 - 950 ----	150	130	120	110	100	90	80	70	60	50
951 - 975 ----	155	135	125	115	105	95	85	75	65	55
976 - 1,000 ----	160	140	130	120	110	100	90	80	70	60
1,000-1,025 ----	165	145	135	125	115	105	95	85	75	65
1,026-1,050 ----	170	150	140	130	120	110	100	90	80	70
1,051-1,075 ----	175	155	145	135	125	115	105	95	85	75
1,076-1,100 ----	180	160	150	140	130	120	110	100	90	80
1,101-1,125 ----	185	165	155	145	135	125	115	105	95	85
1,126-1,150 ----	190	170	160	150	140	130	120	110	100	90
1,151-1,175 ----	195	175	165	155	145	135	125	115	105	95

For each additional \$25 net income over \$1,175 (Col. A) the maximum required monthly contribution is increased \$5 in each column under B and C.

(W&IC 3075, 3088, 3460, 3474)

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Aid to the Blind

RELATIVES

B-584 STATEMENT OF RESPONSIBLE RELATIVE**B-584**

The Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225, is an acceptable method of determining the pecuniary ability of a responsible relative to contribute to the support of the applicant or recipient. Form Bl 225 may be used (1) to determine the amount the relative will actually contribute after aid is granted; (2) to determine the actual contribution at the time of redetermination of eligibility; (3) to provide information to be used in evaluating the circumstances of the relative to determine whether there is ability to contribute; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It may also be used when changes in the contribution are reported by the applicant, recipient, or relative.

The county may (1) mail Form Bl 225 to the relative for completion; (2) request the relative to complete it during an interview; or (3) obtain the necessary information in an interview and record the information obtained elsewhere in the case record. A covering letter accompanying the Form Bl 225 which is mailed may encourage a prompt response from the relative. If the pecuniary ability of relatives to contribute to the support of the applicant or recipient is ascertained in an interview with the relatives, the interview shall cover the points set forth on Form Bl 225.

Aid shall not be denied if the responsible relative fails to return his signed statement or otherwise give information concerning his financial circumstances unless it is determined:

1. That the applicant or recipient is in receipt of contributions from responsible relatives in cash or in kind;
2. That these together with other income, if any, meet the extent of his verified needs; and
3. That the responsible relatives are able and willing to continue such support.

The information given by the relative, either on Form Bl 225 or otherwise shall be used in determining his pecuniary ability to contribute to the support of the applicant or recipient without further determination, unless there is conflicting information which required clarification. In no case shall an employer of a relative be contacted without first obtaining the consent of the relative involved, unless clarification is required and all other available sources of verification have been exhausted.

If Form Bl 225 is mailed to the relative, the county should complete the first section of the form.

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

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RELATIVES

Aid to the Blind

**B-585 DEFINITION OF NET INCOME UNDER RELATIVES'
 CONTRIBUTION SCALE**
B-585

Income of any given responsible relative is defined as the sum of:

1. The income constituting the separate property of that responsible relative.
2. The income (excluding earnings) which is community property subject to the direction and control of the responsible relative (husband).
3. The income from earnings of that responsible relative (but not of his or her spouse).

In other words, if the husband of a married couple is the responsible relative, his income (under the Relatives' Contribution Scale) would be the sum of the income from his separate property, the income from all community property other than earnings, and his earnings (but not those of his wife).

If the wife of a married couple is the responsible relative, her income (under the Relatives' Contribution Scale) would be the sum of the income from her separate property and her earnings (but not those of her husband).

Net income of a responsible relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for Social Security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes, stock or bond deductions of any kind.

A responsible relative who is self-employed shall also be permitted to make a similar 20% deduction. He, or she, shall first deduct the expenses necessary for obtaining the income from the gross income. From the sum thus arrived at a flat 20% shall be deducted to determine the amount of income to be used in setting the liability. No additional allowance shall be permitted for personal income taxes, personal unemployment insurance taxes and personal Social Security taxes.

Normal expenses of operating business, including overhead, represent deductible items in determining net income. Expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, shall be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation shall be deducted in determining net income.

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income.

(W&IC 3075, 3088, 3460, 3474)

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B-586 SUPPORT FROM SPOUSE

B-586

If the spouse has separate income, the pecuniary ability of such spouse to contribute to the support of the applicant or recipient is determined in the same manner as the pecuniary ability of other responsible relatives. (See Secs. B-532, Income - Definitions, and B-538, Division of Income with Spouse.)

If the spouse has community income, see Sec. B-538.

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

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B-589 FINDING OF LIABILITY BY BOARD OF SUPERVISORS
(Repealed)

B-589

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RELATIVES

Aid to the Blind

B-590 LEGAL ACTION AGAINST RELATIVES

B-590

If the person receiving aid has within California a spouse, parent, or adult child pecuniarily able to support such person but who is not supporting or contributing to the extent of his pecuniary ability, the board of supervisors may request its legal officer to proceed against such kindred in the order of their responsibility to support. Upon such demand, the legal officer may on behalf of the county maintain an action against the relative in the superior court of the county granting aid.

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

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B-592 RELATIVES LIVING OUTSIDE THE STATE

B-592

Contact with responsible relatives who are living outside California is not required unless there is reason to believe that there is a contribution being made by such relatives which has not been reported by the applicant or recipient, or that the contribution being made is larger than reported. However, the county may contact relatives living outside the state if, in the judgment of the county, such contact might be productive. Any inquiry made of relatives living outside California shall be by direct correspondence with the relative. (See Sec. B-584, Statement of Responsible Relative.)

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

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B-621 COMPUTATION OF TOTAL NEED
AND ONLY

B-621

If an applicant or recipient is in receipt of income (other than exempt earnings), Form El 158, Computation of Total Need and Payment, shall be used to compute total need and the amount of the aid payment or the reverse of Form El 278, Authorization to Pay, Deny, Suspend, or Discontinue Aid to the Blind, may be used for this purpose.

The left half of Form El 158, or the "cost" column on the reverse of the El 278 is used for exploration of needs with the applicant or recipient, and to record the cost of items of special need as well as of those items of basic need which may represent a special need. The right half of Form El 158, or the "allow" column on the reverse of the El 278 is used to record the amount established for individual items of special need, and to record the amount of total need.

Example 1: The recipient is paying \$45 rent, which includes utilities, and it is inadvisable for him to move because of the necessity for close proximity to a shopping center. His telephone costs \$4 a month. Due to his handicap, he must pay \$7 a month for laundry and \$7.50 a month for house cleaning service. He receives \$45 OASI income, \$5 from stock dividends (non-exempt), and \$40 from earnings (exempt).

Total Needs		Income	
Basic continuing needs	\$90.00	OASI	\$45.00
Excess rental (\$45-\$21.30)	23.70	Stock dividends	5.00
Laundry	5.00 (max.)	Earnings	40.00(exempt)
Telephone	4.00	Total	\$90.00
Housekeeping	7.50	Non-exempt	50.00
Total	\$130.20		
Total needs	\$130.20		
Non-exempt income	50.00		
Grant	\$80.20		

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AID PAYMENTS

B-621 (Continued)

B-621

Example 2: An ANB recipient has a monthly income of \$84.00 from earnings and \$10 from an insurance annuity. His special needs have been \$15.90 excess housing, \$2.85 excess utilities, and \$2.50 telephone cost. In March, he contracts to have the roof of his house repaired at a cost of \$95 to be paid in 10 monthly installments of \$9.50 each. The recipient's total need will be \$120.75 for the next 10 months, if there is no other change in his need, and during that period the grant will be \$76.75 a month (\$120.75 minus \$44.00 non-exempt income).

The completed Form Bl 158 shall be filed in the case record. The circumstances which justify allowance of special needs shall be recorded on the form, or in the case narrative.

(WAIC 3075,3084)

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AID PAYMENTS

Aid to the Blind

B-627 CHANGES IN AMOUNT OF AID

B-627

Because an individual's need or income is subject to change, a method of adjusting the grant is necessary. The authorization document is used by the county to effect any change in aid such as increase, decrease, or discontinuance of aid, as well as to grant or deny aid on new applications or requests for restoration. Any change in aid shall be made as soon as administratively possible.

The amount of aid shall be changed whenever it is determined that the authorized payment is not in accord with the amount which the individual is entitled to receive. (See Secs. B-630, Retroactive Aid Payments and B-633, Decrease in Amount of Aid.)

ANB - If a change in the continuing grant is required because of a change in the income and/or need of an ANB recipient, and the amount of change is \$2.00 a month or less, such change shall be made effective not later than the second month following that in which the circumstances requiring the change were reported. If a change in an amount of \$2.00 or less is not continuing beyond two months, the amount of aid need not be changed.

1. Increases. If continuing need and/or income changes to such extent that continuing future payments must be increased \$2.00 or less, the necessary change in the continuing amount of aid shall be authorized in time to be effective with the first, or not later than the second, month following that in which the changed circumstances were reported. Retroactive aid to adjust for underpayment caused by reduced income and/or increased needs shall not be paid for any month in which the amount of underpayment is \$2.00 or less. Exception: If for any reason a necessary change is not made effective until after the second month following that in which the changed circumstances were reported, retroactive aid in the amount due shall be paid beginning with such second month even though the amount of retroactive aid due is \$2.00 or less.

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AID PAYMENTS

B-627 (Continued)

B-627

2. Decreases. If overpayment of \$2.00 or less occurred in either or both of the two months preceding the so-called "month of adjustment," the grant shall not be reduced to adjust for such overpayment, nor shall adjustment be made for such overpayment by means of a refund. Any necessary change in the continuing amount of aid shall be effective with that month which would normally be "the month of adjustment," and shall be determined on the basis of the need and the income to be received in that month.

If monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant:

1. The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the amount was determined.
2. The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant.

(W&IC 3075, 3084, 3460)

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Aid to the Blind

AID PAYMENTS

B-636 SUSPENSION PROCEDURE

B-636

Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant was issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Aid shall be suspended by the county if eligibility is questionable, except that an initial payment may not be suspended or held. Upon completion of the determination of eligibility, suspended warrants are either released to the recipient or canceled. (Discontinuance of aid differs from suspension in that aid is discontinued only if the information establishes ineligibility for continued aid.) The recipient shall be notified immediately of the county's action, the reason, and his right of appeal.

Action authorizing the suspension of aid shall be taken by the county as soon as possible after the first of the month following that for which delivery of a warrant is withheld. Exception: If the county establishes eligibility prior to suspension action on the withheld warrant, the warrant may be released without the necessity of action authorizing the suspension of aid.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the county approved the suspension, and the progress made toward establishing eligibility. If it appears upon inquiry that the aid has been obtained improperly, it shall be canceled by the SDSW; and if it appears that aid was obtained properly, the suspended payment shall be payable.

If delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary.

Aid shall not be discontinued or suspended upon receipt of a Report of Eye Examination (Form Bl 227 or Bl 227A) which raises question as to the degree of blindness. The procedure outlined in Sec. B-259, Procedure When Continued Eligibility of a Recipient is Questioned on Degree of Blindness, shall be followed.

If information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month, determination of the eligibility question which caused the suspended payment shall proceed promptly and with all diligence in order that eligibility for continued aid may be established at the earliest possible date. In such cases a notice shall be forwarded to the county auditor requesting that delivery of the warrant

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Aid to the Blind

B-636 (Continued)

B-636

for the specified month be withheld. The specific reason why eligibility is questioned shall be recorded on the notification to the auditor, a copy of which shall be retained in the county case record. Counties may devise their own form for notification to the county auditor.

If eligibility is determined, two copies of a notification prepared in triplicate shall be forwarded to the county auditor requesting release of the warrant for the particular month. One copy shall be retained in the county file. A statement covering the results of the determination which justified release of the warrant shall be included in the case record, either in the narrative or on the notification to the county auditor. Upon release of the suspended payment, the auditor shall indicate on the second copy the date of release of the warrant, sign it, and return it to the county welfare department where it shall be filed in the county case record. County action is not required to release a suspended warrant.

If factors beyond the control of the county delay the receipt of information necessary for a determination regarding eligibility, the warrant for the second month shall be issued but delivery withheld while determination is continued. Such situations may be due to failure to receive replies from persons or agencies in another locality, to the physical condition of the recipient, etc. A notice shall be forwarded to the county auditor specifying the particular month for which delivery of the warrant is to be withheld and a copy of this retained in the county case record. If necessary, delivery of this warrant may be withheld beyond the month for which it is issued and further suspension action by the county is not required.

In extreme cases, delivery of the warrant for the third month may also be withheld. If the determination has not been made by the last day of the third month that the recipient is eligible, the warrant for the third month, together with the warrants for the two previous months, shall be canceled, and authorization document reporting discontinuance of aid effective the last day of the month immediately preceding the first suspended payment, shall be submitted to the SDSW.

If eligibility is established during the second or third month, the usual notification to the county auditor shall be forwarded in duplicate, requesting that the withheld warrants be released. The auditor shall return one copy to the county welfare department after indicating the particular warrants which were released and the date of release. In no case may the warrants be released later than the last day of the third month.

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B-636 (Continued)

B-636

If an authorized award is in effect but delivery of two or more warrants is withheld under the provisions of this section, while determination of eligibility is made, it will sometimes be established that the recipient was ineligible to certain of the suspended warrants but eligible to the others. The warrant or warrants to which the recipient is found ineligible shall be canceled and such cancellations shall be reported to the SDSW as required in Sec. F-740, Manual of Fiscal Policies and Procedures.

If aid continues, the cancellation of an interim suspended warrant does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not represent restoration. The authorization document showing county action shall be filed in the case record indicating the month or months for which the suspended payments were canceled together with the reason.

(W&IC 7.1, 3075, 3078, 3078.5, 3460)

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B-663 AUTHORIZATION DOCUMENT - AID TO THE BLIND

B-663

A. General Instructions

A payment shall be authorized, modified, suspended, or discontinued by the use of Form Bl 278, Authorization to Pay, Deny, Suspend, or Discontinue Aid to the Blind, unless a different form, designed to provide the same data, has been submitted to and approved by the SDSW. Form Bl 278, or an approved substitute, shall also be used to authorize denial of an application, or denial of a restoration request.

A completed copy of the authorization document showing the date of action shall be filed in the individual case record. Either the original or facsimile signature of the county clerk or deputy, or the delegated agent, shall be affixed unless such signature appears on an official copy of the document filed elsewhere and available for audit. A facsimile signature shall be affixed by or under the specific authority of the county officer whose signature is thus affixed. (Copies of the authorization document used by the county in its fiscal claim reconciliation procedure need not show the signature or action date if the county has a Batch Voucher, or other comparable transmittal showing the signature of the county clerk or deputy, or the delegated agent, and the date of action.)

One copy of the form with a copy of the application should be submitted to the SDSW on all new authorizations. (See Sec. B-180). One copy of each form for discontinuances and restorations should be submitted to the SDSW. (See Sec. B-666)

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AID PAYMENTS

B-663 (Continued)

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B. Instructions for Completion of Form Bl 278

1. **Date:** Enter the date on which the form is initiated by the social worker.
2. **County:** Enter the county name. Co. # - Enter the county case number. St. # - Enter the state number assigned to the case.
3. **Name:** Enter the name as it should appear on the warrant (given name or initials first, then surname). In case of guardianship of the estate, enter the guardian's name first i.e., John Doe, Guardian of Richard Roe. If the name has to be changed because of marriage, guardianship, or to correct an error, insert the changed name.
4. **Change Name From:** Make an entry here only when a change in name is being authorized. Insert name as it appeared on the last authorization transmitted.
5. **Address:** If, in the absence of a street address, there is a P. O. Box number, RFD, or General Delivery designation, such designation precedes the name of the city or town. If a guardian is shown for Item 3, enter the address of the guardian. Enter the name of the state, if living out of California, otherwise no state designation is necessary. (Use the county's change of address procedure to report change or correction in address.)

Type of Aid: Check the Aid to the Blind program for which action is being taken.

Payment Data for Months Specified Below: This section of the form consists of 7 columns, the 7th being reserved for use of the accounting unit. Columns 1 through 6 are used to authorize payment for specific months as follows:

Column 1, 2, 3, and 4 - SUPPLEMENTAL PAYROLL: These columns are used (1) to record payment data for the current or past month; (2) to record data for the coming month if payment is authorized after the county's cut off date for changing the main payroll for the coming month; (3) to record payment data in the rare case in which payment will be for a partial month; (4) to record payment data for a retroactive decrease (i.e., when a canceled warrant is reissued in a smaller amount).

Payments for months specified in Column 1, 2, 3, and 4 do not appear on the main payroll for the particular months. They are shown on supplemental payrolls.

Columns 1, 2, 3, and 4 are used in reverse chronological order. Column 4 is used for the current or most recent month; Column 3 for the next most recent month; etc. If necessary to use more than 4 columns, use an additional form entering payment data in Columns 1, 2, 3, or 4 as needed, on the second form. Do not make any entry in Columns 5 or 6 of the second form. Otherwise it is completed in every detail, including the signature and date in Item 20 and stapled to the first page of the form.

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Column 5 - LAST AUTHORIZATION: This column is used to inform the disbursing unit that a person and a payment amount are to be deleted from the last main payroll. It is completed when payment is discontinued; when aid is increased or decreased for a future month; when there is a change in participation in a future month. The entries in this column are taken from Column 6 of the last Form Bl 278 submitted. (No entry is made in Column 5 for a new application, restoration, or transfer from one program of Aid to the Blind to the other.)

Column 6 - NEW AUTHORIZATION: Column 6 reflects the amount to be paid on the main payroll for the future month specified (data for the current or past months appears in Columns 1, 2, 3 or 4), and for each month thereafter until the grant is changed or discontinued by the submission of another Form Bl 278. Exception: Payment data for a partial month is never recorded in Column 6. Under such circumstance use Column 4 for the partial month and show data for first full month in Column 6.

Column 7 - ACCOUNTING USE ONLY: This column may be used by the accounting or disbursing unit for an authorization for the coming month intended to be included, but received too late to be included on the main payroll. In such an instance, the same payment data as shown in Column 6 would be entered in Column 7 for the month subsequent to that shown in Column 6 except that the date entered in Column 7 for Item 6 would be the first of the month succeeding that month shown in Column 6. The payment for the month specified in Column 6 would then be reflected on a supplemental payroll.

6. Effective - Month-Day-Year: Enter the effective date in each column completed.
7. Total Need - ANB: Enter total need in each column for which a payment entry is made. The data supporting the amount entered is recorded either on Form Temp 158 Bl or on the reverse of Bl 278. In APSB the amount entered in this column will be the amount of the maximum grant.
8. Total Income: Enter the total amount of net deductible income for each month for which an entry is made in Columns 1 through 4 and to be received in the month specified in Column 6. In Item 16 record each amount of deductible and nondeductible income received, its source and month in which received, differentiating between the deductible and nondeductible income.
9. Need Minus Income - ANB: Subtract the amount of deductible income included in Item 8 from Item 7 and enter the balance. In APSB cases, this item will be used only if there is deductible income to be considered.

(Section Continued on Next Page)

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**FOR FILING ADMINISTRATIVE REGULATIONS
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Aid to the Blind

AID PAYMENTS

B-663 (Continued)

B-663

10. Entitled to Receive @ Rate of: For ANB enter the same amount as in Item 9 if that amount is equal to or less than the statutory maximum. If Item 9 exceeds the statutory maximum, enter the figure which represents the statutory maximum. For APSB enter the statutory maximum or the difference between the statutory maximum and any deductible income. (See Sec. B-542, Exempt Income in APSB.) The amount entered here is the monthly rate i.e., the amount the recipient is entitled to receive for a full month.
11. Net Overpayment in Adjustment Period: Enter here the amount of overpayment, if any, occurring in the two months preceding the month of adjustment. If underpayment occurred in one of these months enter the net amount of overpayment i.e., the amount of overpayment reduced by the amount of retroactive aid which would otherwise be due to be paid for the month in which underpayment occurred. If there is no overpayment to be deducted enter "0." In Item 16 state the amount of over or underpayment occurring in each of the two preceding months.
- 11a. Difference Between Item 10 and 11: Subtract Item 11 from Item 10. This is the adjusted rate for the particular month.
12. Amount Previously Authorized: Enter here the amount, if any, previously authorized for the particular month. (If a second supplemental payment is being authorized for a previous month, this amount will be the sum of the amount paid on the regular payroll for that month, plus the supplemental amount previously authorized).
- The entry for this item for Columns 1 through 4 will be "0" for all except additional (supplemental) payment for months for which the recipient has already received a payment in some amount. This item will also be "0" when entering data for reissuance of a canceled warrant. Item 12 will be completed in Column 5 only when a change in the continuing payroll, or a discontinuance, is being authorized. This item is not to be completed when a transfer between Aid to the Blind programs takes place.
13. Amount to be Paid: Subtract Item 12 from Item 11a and enter the difference. If payment is for a partial month, enter the prorated amount of the difference.

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AID PAYMENTS Aid to the Blind

B-663 (Continued) B-663

14.* Total Federal Excess - ANB: If federal participation is available enter the amount by which the figure in Item 11a exceeds \$55. If federal participation is not available enter "0" in this space.

Exception for Certain Supplemental Payments: If federal participation was available in a particular previous payment and a supplemental payment for such month is being authorized beyond the period when federal participation would normally be available in that payment, enter the amount by which the figure in Item 12 exceeded \$55, (See Sec. B-752, Federal Participation in ANB Payments.)

14a.* Excess on Previous Payment - ANB: This entry will be "0" for all cases except supplemental payments. (A supplemental payment is an additional payment for a month for which a payment has already been made in some amount.) This entry will also be "0" when entering data for reissuance of a canceled warrant.)

If a supplemental payment is being authorized, and if federal participation was available in the previous payment, enter the amount by which the figure in Item 12 exceeds \$55.

14b.* Excess on This Payment - ANB: Enter the difference between 14 and 14a.

If it is determined that supplemental payment is due for a previous month, Items 11a through Item 15 would be completed in ANB cases as follows: (As there is no federal participation in APSB cases Items 14, 14a and 14b will not be completed for APSB.)

Federal participation was available in the October payment. In December a supplemental payment is authorized for October.		Federal participation was available in the January payment. In May a supplemental payment is authorized for January.	Federal participation was not available in the February payment. In April a supplemental payment is authorized for February.
Item 11a	90	70	90
12	75	60	75
13	15	10	15
14	35	5	0
14a	20	5	0
14b	15	0	0
15	R	X	X

*Completion of this item is optional with the county. If the county elects not to use this item of the form, provision must be made elsewhere for accurate determination and recording of the necessary information. (Section Continued on Next Page)

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Aid to the Blind

AID PAYMENTS

B-663 (Continued)

B-663

15. Code for Participation: Consult code legend immediately below Item 15 and specify appropriate code for each column for which an entry is made.
16. Remarks and Reason for Discontinuance: This section is completed whenever income, or net overpayment in the current adjustment period, is reported. Otherwise, use the "Remarks" space to state the plan for self-support when aid is being transferred to or being paid under APSB, to explain the reason for a transfer from APSB to ANB, or to explain and clarify unusual situations.

For all discontinuances, enter the code for the applicable reason for discontinuance. (See Sec. B-664 for codes.)

17. Type: A check in the appropriate box classifies the change and facilitates claiming procedures.
- A. New: Check the box preceding "A" if the action relates to a new application. Enter the date the application was signed unless the case is a transfer from another county in which case enter "TR" instead of the date of application. If a transfer is involved also state the former county in the space provided. Check the box preceding "A" if the action relates to an application filed following denial or withdrawal of a previous application, or grants aid after discontinuance for a period of more than twelve months (See Secs. B-115, B-120 and B-140). Make no entry in any of the remaining boxes even though aid may be granted in varying amounts for current, past and future months.
- B. Restoration: Check the box preceding "B" if aid is being granted following discontinuance within twelve months prior to the date of request. (See Sec. B-115.) Enter "N.A." if aid is being restored after discontinuance for one month to adjust for overpayment, also if the action is an automatic restoration following discontinuance because of confinement in a public institution. Enter the date the written request for restoration was made. (See Sec. B-651.) Make no entry in any of the remaining boxes unless aid is being restored for one month only and is to be discontinued at the end of the month. Under these circumstances check Boxes B and D.
- C. Additional Payment for Current or Past Months: Check here if supplemental or retroactive aid is being authorized for the current or past months. If, in addition, a change in the payment for future months is authorized also check appropriate Box F or G.
- D. Discontinuance: Check this item if aid is being discontinued and enter the effective date of discontinuance. For all discontinuances, enter the code for the applicable Reason for Discontinuance in Item 16. (See Sec. B-664 for codes.)

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AID PAYMENTS

Aid to the Blind

B-663 (Continued)

B-663

- E. App. (Application) or Rest. (Request for Restoration) Denied: Check this box when an application or a request for restoration is denied, and enter the reason in Item 16.
- F. Increase in Continuing Grant: Check here when the amount to be paid for the month shown in Column 6, Item 13, is more than the amount shown in Column 6 of the last Form Bl 278 submitted. (That amount is shown in Column 5, Item 12 of the Bl 278 now being submitted.) If supplemental or retroactive aid for the current or previous months is being authorized in addition to a change in the grant for future months also check Item 17C.
- G. Decrease in Continuing Grant: Check here when the amount to be paid for the month shown in Column 6, Item 13, is less than the amount shown in Column 6 of the last Form Bl 278 submitted. (That amount is shown in Column 5, Item 12 of the Bl 278 now being submitted.) Also check Item I if the action authorizes a held warrant to be canceled and reissued in a smaller amount.
- H. Suspension: Check this item if the action authorizes suspension of payment, and enter the month for which the warrant was held beyond the month for which it was due. No entries are made in any columns in the Payment Data section.
- I. Retroactive Decrease: Check this item if the action authorizes a held warrant, is to be canceled or is to be canceled and reissued in a smaller amount. If a canceled warrant is to be reissued in a lesser amount, complete Column 4 showing the new payment data for the particular month and enter "0" for Item 12. In Item 16 state the month for which the warrant is to be canceled, and the amount of the original warrant. If no warrant is to be issued to replace the canceled warrant, make no entry in Column 4, but specify under Item 16, the month and the amount of the warrant that is to be canceled.
- J. Participation Status Change: Check this item if the Form Bl 278 calls for change in participation status, such as from regular to nonfederal, noncounty to regular, etc., beginning with a coming month. If a change in participation status is necessary on a payment for a month for which payment has already been made, use Bl 278 A. (Form Bl 278 A is in the Forms Section of the manual with the instructions for its completion on the reverse of the form.)

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Aid to the Blind

AID PAYMENTS

B-663 (Continued)

B-663

K. Transfer from ANB to APSB or APSB to ANB: Check this item when a transfer is being effected from one Aid to the Blind program to the other. (Do not check A or B.) Show the reason for the change under "Remarks," Item 16 and enter Code "33" (although this is not a true discontinuance.) Signing of a new application is not required when a transfer is requested from ANB to APSB or vice versa, (See Sec. B-220). When transfer is from ANB to APSB, in Column 5 enter payment data from Column 6 of the last ANB authorization transmitted. In Column 6 enter payment data for the new APSB grant. If the transfer is from APSB to ANB, in Column 5 enter payment data from Column 6 of the last APSB authorization transmitted. In Column 6 enter payment data for the new ANB grant.

Complete Item 20 a, by placing an "X" in the appropriate box. (Do not check Item 20 d as transfer from one Aid to the Blind program is not considered to represent a discontinuance.)

18. Complete as directed on the form.
19. If aid is being granted to correct an erroneous denial, check the box immediately preceding "Erroneous Denial" and enter the date the erroneous action was taken. If aid is being restored in order to correct an erroneous discontinuance, check the box immediately preceding "Erroneous Discontinuance" and enter the effective date of the erroneous discontinuance. If aid is being granted to carry out an appeal decision by the State Social Welfare Board, or to adjust an appeal which has been filed but not yet heard or submitted to the State Social Welfare Board, check the box immediately preceding "Appeal" and enter the date the appeal was filed. If the appeal is the result of an erroneous denial, also check the box immediately preceding "Erroneous Denial" and enter the date the erroneous action was taken.
20. Certification and Authorization: Check the appropriate box under (a), (b), (c) or (d) showing the type of aid and action which is being taken.

The spaces provided for date and signature of the social worker and social work supervisor are used to record the date and certification of these persons to the action specified. The "Authorized Signature" is that of the official who certifies to the action by the board of supervisors (signature is that of the county clerk or deputy) or the signature of their duly appointed agent. "Date" is the date of action by the board or its agent.

(W&IC 3075, 3078.3, 3089, 3460, 3475)

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 (Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-664 INSTRUCTIONS FOR CODING REASONS FOR DISCONTINUANCE ON BL 278

B-664

The code for the reason for discontinuance of Aid to Needy Blind or Aid to Partially Self-Supporting Blind residents shall be entered in the space designated for that purpose in Item 16 of Form BL 278, Authorization to Pay, Deny, Suspend, or Discontinue Aid to the Blind. If several reasons apply, enter the code for the one which occurred most recently. If several reasons occur simultaneously, enter the code for the applicable reason appearing first on the list. One copy of the authorization document on each case is forwarded to the SDSW. (See Sec. B-663.)

Code reasons for discontinuance as follows:

Code 99. Death.

Code 89. Transferred to another county: Aid is discontinued because the recipient has moved to another county and aid is being furnished by the other county.

Code 69. Adjustment for overpayment: Aid is discontinued for one month to adjust for overpayment.

Income Reasons:

Earnings of Recipient: Include earnings from new employment and increased earnings. Also include earnings from self-employment. Include income derived from roomers and/or boarders in the household, if the recipient is responsible for management of the household. If the spouse is responsible for management of the household, use Code "03."

Code 01. County assisted in job placement:

County made placement referral to an agency or employer or provided employment counselling.

Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "02."

Code 02. Recipient found own employment.

Code 03. Earnings or other resources of spouse: Earnings (including earnings from self-employment) or separate income of the recipient's husband or wife. Examples are rental of the spouse's separate property or income derived from roomers and/or boarders in the household when the spouse is responsible for management of the household. Include marriage or remarriage and assumption of support by spouse.

Code 04. Contributions from parents or adult children: Support in cash or in kind.

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Aid to the Blind

AID PAYMENTS

B-664 (Continued)

B-664

Code 05. Monthly income from real property: Such as the net rental of property owned by the recipient or his share of net income from rental of community property.

NOTE: Do not use this code for "recurring lump-sum income" (See Sec. B-574). Such cases should be reported under Code "06."

Code 06. Recurring lump-sum income: Income received at intervals of two months or more, in the same or in varying amounts, as defined in Sec. B-574.

Code 07. Old Age and Survivors' Insurance: OASI benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 08. Railroad retirement benefit: Benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 09. Military pension or benefit: Veterans benefits, serviceman's dependent benefits or any other benefits resulting from service in the armed forces by the recipient or a relative.

Code 10. Other pension or annuity: A monthly benefit, pension or annuity from any public or private source other than those listed for Codes "07" through "09" above. Use Code "06" if this income recurs at intervals of two months or more.

Code 11. Other income: Income from sources other than those listed above, e.g., contributions from friends, unemployment or disability insurance, income from personal property, etc.

Property Reasons:

Code 20. Increased real property holdings: Additions to the real property of recipient and/or spouse have caused the net assessed value of total real property to exceed that permitted under the Aid to the Blind law.

Code 21. Increased assessment of real property: The assessed value of the recipient's and/or spouse's real property has been increased so that the net assessed value exceeds the legal maximum, but there has been no increase in holdings.

Code 22. Refuses to comply with real property utilization requirements: The recipient refused to utilize his real property holdings or to offer his property for sale if such sale is necessary as required by Sec. B-436.

Code 23. Increased personal property holdings: The net value of the recipient's personal property or of the combined recipient's and spouse's personal property has increased beyond the legal maximum.
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CALIFORNIA-SDSW-MANUAL-AB

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 Effective June 1, 1954

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AID PAYMENTS

Aid to the Blind

B-664 (Continued)

B-664

Public Institution Reasons:

- Code 30. In public medical institution more than two calendar months: Receiving medical care in a city or county hospital, district hospital, etc.
- Code 31. Admitted to county infirmary (custodial care): i.e., for shelter and maintenance only. Include admission to county hospital if for custodial care only.
- Code 32. Admitted to other public institution: Other than a public medical institution or county infirmary, e.g., county jail, state prison, state mental hospital, etc.

Other Reasons:

- Code 33. Accepted for the other Aid to the Blind program.
- Code 34. Loss of state residence.
- Code 35. Whereabouts unknown: All efforts to locate have failed.
- Code 36. Discontinuance requested by recipient; no reason given for request.
- Present vision exceeds standard for blindness.
- Code 37. Accepted for OAS.
- Code 38. NOT accepted for OAS.
- Code 40-42. Change in state law or policy: These codes are to be used only for reporting specific changes in state law or policy. Do not use unless special instructions have been issued by the SDSW.
- Code 50. Other: Reasons other than those listed above. Every effort should be made to classify a reason for discontinuance under one of the specific codes. Use this code only when no other reason is applicable.

(WaIC) 3075, 3460

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B-669 NOTIFICATION TO COUNTY AUDITOR OF CHANGE IN AMOUNT OF AID

B-669

A copy of the Authorization to Pay, Deny, Suspend or Discontinue Aid to the Blind, should be sent to the county auditor. There should be complete coordination between the county welfare department and the county auditor so that payrolls each month correctly reflect the current status of all cases for which claim is made.

(W&IC 3075, 3460)

B-703 (Continued)

B-703

D. Submission of Documents

Upon receipt of Form AB 215 and Form AB 216 (Form AB 204 if payment of non-county aid is involved) the first county shall complete and sign Section C of Form AB 215. One copy shall be retained and one shall be sent to the second county.

The first county shall provide the second county with copies of:

1. Application, Form EI 200.
2. The notification forwarded to the individual when aid was granted or the amount changed, whichever was later.
3. Information concerning real and personal property holdings.
4. Verification of the required state residence.
5. Letters of Guardianship or Summary of Letters of Guardianship, Form DPA 5.
6. Report of Eye Examination, Form EI 227 or 227A.
7. Current information concerning pecuniary ability of responsible relatives. (Form EI 225, if used)

E. Notification to Recipient

In all transfer cases, Notice of Effective Date of Transfer, Form AB 218, shall be sent to the recipient. If a regular recipient is being transferred from the first county to the second county, the notification shall be sent not later than three months prior to the effective date of the transfer. In noncounty aid transfer, the notification shall be sent immediately upon completion of the transfer arrangements.

F. Application, Etc., Obtained by Second County

The second county shall complete the necessary investigation of eligibility and authorize aid, if eligible, in the same manner as for any new application. (See Sec. B-663) In transferring responsibility for payment of aid from one county to another, an application in the second county is not legally required. However, in order that financial documents in the second county will be complete, the securing of an application by the second county is recommended. The date of signature on the application in the second county is not pertinent and in no way affects the beginning date of aid in the second county.

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Aid to Needy Children

GENERAL OUTLINE - ANC PROGRAM

C-030

C-030 MAINTENANCE AND PRESERVATION OF RECORDS**C-030**

The county shall maintain case records containing all information regarding each child for whom application is made or who is receiving aid, including the evidence on which determination of eligibility is based as certified on the authorization document. If aid is denied, the case record shall contain full information relating to any factor upon which the denial is based.

The case record shall contain the face sheet (unless a substitute plan has been approved by the SDSW), a social history, and subsequent narrative entries. It shall also include, in a uniform arrangement, copies of all forms completed in connection with an application and determination of eligibility, including the forms required by the SDSW as well as those devised by the county, and copies of all correspondence. A copy of the Permanent Sample Schedule, Form CA 251, is not required in the record. The Application, Form CA 200, Parts One and Two, and the authorization document shall be originals, certified copies, or duplicate copies.

The case record shall show that Aid to Needy Children - Notification of Action, Form CA 239, (or approved substitute form) was mailed to the applicant or payee, as required. If a copy of the form is not filed in the record, the date the form was mailed shall be recorded in the record, preferably in the narrative, but may be on the copy of the authorization document, retained in the case record.

DESTRUCTION OF CASE RECORDS

"The board of supervisors in each county may, in its discretion, authorize the destruction or disposition of the case history, or any part thereof, of any recipient of aid to needy children who has not received such aid from such county for in excess of five years prior thereto."

(WaIC 1562)

"Case history" as referred to herein includes the narrative, Application and Statement of Fact forms, budget work sheets, authorization documents, etc.

Ledgers, registers, and other summary financial records do not constitute part of the case history and may not be destroyed under the above statutory provisions.

In no event shall any case history be destroyed if:

1. There is known to be a pending federal and state exception on the case.
2. There is an obligation to repay aid in accordance with current repayment policies and the case record contains promissory notes, mortgages, and similar documents with respect to the person owing repayment.

Any important documents filed in the case record which may be of value to the family shall be removed from the case history before it is destroyed. Such documents should be returned to the family if the whereabouts is known.

If case histories are to be destroyed, the method of destruction shall be such that the confidential nature of the records will be adequately protected. For example, if the records are to be turned in as paper salvage, they must be previously rendered illegible.

(WaIC 1560, 1562)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 353

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Effective June 1, 1954

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C-262 DEFINITION OF REGULAR SCHOOL ATTENDANCE

C-262

Regular school attendance is defined as:

1. Enrollment in a public or private grade school, high school, trade school, or college maintaining full-time curriculum.
2. Enrollment in home instruction under the public school system if the child is unable to attend school.
3. Enrollment in a continuation school for a minimum of 15 hours per week.

Intermittent or temporary absence from school does not affect eligibility provided such absences do not result in termination of enrollment. Temporary absence is defined as absence for reasons customarily accepted under the compulsory attendance laws, or occasioned by religious holidays, regular vacation period, ill health of the child, family crisis, temporary work permits, or suspension of not over two weeks.

Enrollment is considered to be terminated upon:

1. Completion of course, except where the child has been graduated from high school and has definite plans to enter a school after the vacation period (i.e., has enrolled or has made application for admittance).
2. Abandonment of course.
3. Failure to resume course.
4. Expulsion.

If application is made or restoration is requested during the vacation period for a child 16 to 18 years of age and he does not enroll in school at the beginning of the new school year, eligibility ceases at the end of the month in which the new school year begins unless the child is determined to be disabled or employed and contributing to the family.

If a child 16 to 18 years of age terminates enrollment prior to the close of the school year, eligibility for that child ceases effective the last day of the month in which termination of enrollment occurs unless he is determined to be disabled or employed and contributing to the family.

(W&IC 1500, 1560).

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C-412 PROCEDURE FOR INTER-COUNTY TRANSFERS UNDER WIC 1527

C-412

If the person whose residence governs the child's residence moves to another county with the intent to make the second county his residence, or if a child whose residence is governed by physical presence moves to another county, the required one year of residence shall be presumed to start upon the date of removal from the first county unless the presumption is refuted by positive evidence by the second county and the date residence was established in the second county is determined.

If the basis for residence determination changes from one condition to another (e.g., from physical presence to legal guardian, from parent to court wardship, from agency placement to parent, etc.) and residence is thus changed to another county, the date on which the change in the basis occurred shall be considered the date on which the one year of required residence began in the new county of residence.

If a dispute arises between two counties regarding the beginning date of residence in a transfer case, either county may submit the dispute to the SDSW by use of Form DPA 6, Appeal as to Responsibility for Support (see Appeal Procedure).

If the residence of a child receiving assistance is changed to another county, the inter-county transfer arrangements shall be initiated as soon as possible to insure continued receipt of assistance.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

C-412

C-412 (Continued)

C-412

1. The county granting aid shall complete Section A of Form CA 215, Notification of Transfer, in quadruplicate. One copy shall be retained and three copies shall be sent to the new county of residence as soon as possible after it is known that residence is changed to another county. Upon initiating transfer procedure, the county granting aid shall also furnish the new county of residence the following relevant information, either in the form of a case summary or through copies of forms or both:
 - a. Specific information regarding the new residence, including the date and reason for moving, if known.
 - b. The date the last application was signed, the name and relationship of the applicant, the effective date on which aid was granted, and a statement as to whether aid payments are being made on a regular or noncounty basis. If noncounty, the date residence was established in the county granting aid shall be shown.
 - c. A list of the names, and relationship to the child of all members of the household, and the birthdates of minors. The names, addresses, and ages of parents and brothers and sisters not living in the home should be included.
 - d. Significant information regarding the family background including marital history, employment history, education and abilities, standard of living, household management, and cultural or recreational interest or activities of the family.
 - e. Information regarding past health, current health, and plan of treatment, if any, of both children and parents.
 - f. Information regarding the family's social adjustment, both as a group and individually.
 - g. A statement of the determination of eligibility for each factor, including the basis of the determination. This statement shall include determination of state residence, deprivation of parental support or care, real and personal property, income, and, for children 16 to 18 years of age, school attendance, disability or employment. Any supplementary information which might have a bearing on current eligibility shall be included.

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C-412

DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

Aid to Needy Children

C-412 (Continued)

C-412

- h. A copy of Form CA 241, Budget Work Sheet (or substitute form approved by the SDSW) on which the current aid payment is based.
 - i. A request for any specific information necessary to determine continuing eligibility or the amount of aid.
2. When a transfer is initiated by forwarding three copies of Form CA 215 to the new county of residence, the county granting aid shall also send Form CA 217, Notification of County Residence, to the person whose residence governs the child's residence and to the person responsible for the child's care.
 3. Upon receipt of Form CA 215, the new county of residence shall make a home call to determine the presence of the child or the person whose residence governs the child's residence in the county. The parent's or guardian's statement of the date of arrival in the county and his intent as to residence shall be secured. If the child's residence is governed by his physical presence, the statement of the person responsible for his care or other person having knowledge of the date of arrival shall be secured. Additional evidence of residence may be secured, with the parent's or guardian's knowledge, if the information obtained appears to be incomplete or inaccurate or there is conflicting information.

If it appears that a lapse of time occurred between the date of removal from the county granting aid and the establishment of residence in the new county, the new county of residence shall obtain sufficient explanation or evidence to support or refute the presumption that the date for the acquisition of one year's residence started upon the date of removal from the county granting aid.

The requirement of a home visit may be waived as set forth in Sec. C-208, Home Visits During Determination and Redetermination of Eligibility. In such cases an interview shall be held elsewhere and may be implemented by evidence secured through other sources. All pertinent factors of eligibility which may have changed shall be reviewed as in any redetermination of eligibility.

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REVISION 361

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

C-412

C-412 (Continued)

C-412

The county of residence shall report to the county granting aid regarding continuing eligibility and current needs. Changes in living conditions due to the move or other changes which might affect the aid payment shall be reported.

The county of residence shall complete Section B of Form CA 215, showing the date residence was established, retain one copy and return two copies to the county granting aid. If the new county of residence has evidence to refute the presumption that the date for the acquisition of one year's residence started upon the date of removal from the county granting aid, the entry in Section B shall be that date which the county of residence established as the date residence began in the second county. The report to the county granting aid shall give full detail of the determination of the date.

4. Upon receipt of the report and Form CA 215 with Section B completed, the county granting aid shall complete and sign Section C. One copy shall be retained, and one shall be sent to the county of residence. If there is disagreement as to the date residence was established in the new county of residence and the counties can not reach an agreement, either county may submit the dispute to the SDSW by use of Form DPA 6.
5. In all transfer cases Form CA 218, Notice of Effective Date of Transfer, shall be sent to the person whose residence governs the child's residence and to the person responsible for the child's care. If aid is granted on a regular basis by the county initiating the transfer, Form CA 218 shall be sent not later than three months prior to the effective date of transfer. In transfers of noncounty cases Form CA 218 shall be sent immediately upon completion of the transfer arrangements.
6. The county of residence shall secure a new Application, Parts One and Two, to be retained in the county record (See Sec. C-130, When Application is to be Taken) and shall grant aid in the same manner as for any new application. Form CA 234 is not required even though aid is granted on a noncounty basis. The summary letter from the county initiating the transfer may be accepted as evidence of eligibility unless there appears to be conflicting information or a change in the situation. In such cases, the new county of residence shall secure additional evidence as necessary.

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DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

Aid to Needy Children

C-412 (Continued)

C-412

If continuing eligibility exists, aid shall begin in the county of residence on the first of the month following completion of one year's residence in that county regardless of the date the application is signed.

If the child's residence is changed to a third county prior to completion of one year's residence in the second county, the first county continues to be responsible for the payment of aid on a regular basis until the end of the month following completion of one year from the date residence was established outside the first county and thereafter on a noncounty basis until transfer to another county is completed. The first county shall notify the third county of the change in county residence and request the second county to forward to the third county the summary letter furnished the second county by the first county at the time transfer arrangements were made with the second county. The first county shall make transfer arrangements with the third county and, if possible, the third county shall grant aid on a noncounty basis effective the first of the month following completion of one year from the date residence was established outside the first county. If noncounty aid is to be granted by the third county, evidence shall be secured to substantiate the date residence was established in the third county and the date residence was established outside the first county as in Item 3 above.

If it is administratively impossible for the third county to secure an application and to grant aid effective the first of the month following completion of one year from the date residence was established outside the first county, the first county shall arrange with the third county a discontinuance date which will permit continued payment of aid.

If the person whose residence governs residence of a child moves to a second county with intent to reside and then returns after an absence of less than one year to the first county with intent to remain, his residence in the first county shall not be deemed to have been interrupted and aid shall be continued by the first county on a regular basis. However, if aid has been discontinued because of ineligibility during the period of absence from the first county, aid is paid on a noncounty basis until the required period of county residence is again completed in the first county.

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DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

C-412

C-412 (Continued)

C-412

If aid in the first county is paid on a regular basis for part of a family group, pending acquisition of one year of residence in a second county, and restoration for a child in the family is requested, the first county shall effect the restoration, if the child is eligible. (See Sec. C-554, Payment of Aid in Intercounty Transfers)

If the mother or guardian governing the residence of a child receiving aid marries a resident of another county she assumes her husband's residence as of the date of marriage. Arrangements shall be made by the counties concerned for an intercounty transfer of aid as soon as the marriage is known, to be effective when one year of residence in the county of husband's residence has been acquired by the woman, or if a noncounty case, as soon as transfer arrangements can be completed. (See Sec. C-273, Definition of State Residence, Sec. C-400, Requirements for County Participation in Aid Payments, and Sec. C-125, County of Application)

(W&IC 1527, 1528, 1560)

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Aid to Needy Children DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

C-413

C-413 PROCEDURE FOR INTER-COUNTY TRANSFER UNDER W&IC 1512(c)

C-413

If application is made for a child living in the county who is determined to have residence in another county (whether or not he has a year of residence in the other county), the 180 day period shall start the day following the beginning date of aid.

If the county of residence does not agree with the determination of county residence made by the county of application, the county of residence may refute the determination made by the county of application. If agreement as to the county of residence cannot be reached, either county may submit the dispute to the SDSW by use of Form DPA 6, Appeal as to Responsibility for Support.

If aid is granted for a child whose residence is in another county, arrangements for inter-county transfer under W&IC 1512(c) shall be initiated immediately to insure continued receipt of aid.

1. The county of application shall complete Section A of Form CA 215A, Notification of Transfer Under W&IC 1512(c), in quintuplicate. One copy shall be retained and four copies sent to the county of residence as soon as aid is granted, together with a copy of Form CA 234, and a signed Application, Parts One and Two, for the county of residence. The county of application shall also furnish the county of residence the same information required in an inter-county transfer under W&IC 1527. (See Sec. C-412, Items 1a through 1i)
2. When a transfer is initiated by forwarding four copies of Form CA 215A to the county of residence, the county of application shall also send Form CA 217 to the person whose residence governs the child's residence and to the person responsible for the child's care.
3. Upon receipt of Form CA 215A, the county of residence shall determine whether the residence of the child is as determined by the county of application and shall report to the county of application any information which might affect the aid payment. The county of residence shall complete Section B of Form CA 215A, retain one copy and return three copies to the county of application. The date for beginning aid payment in the county of residence shall be the earliest date possible but not later than 180 days subsequent to the beginning date of aid in the county of application. The dates for which the SDSW will charge the county of residence shall include the period for which the county is financially responsible from the beginning date of aid in the county of application to the date aid will begin in the county of residence.
4. Upon receipt of the report and Form CA 215A with Section B completed, the county of application shall complete and sign Section C. One copy shall be retained, one shall be sent to the county of residence, and one to the SDSW.
5. Form CA 218, Notice of Effective Date of Transfer, shall be sent immediately to the person whose residence governs the child's residence and to the person responsible for the child's care.

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DETERMINATION OF ELIGIBILITY - COUNTY PARTICIPATION Aid to Needy Children

C-413 (Continued)

C-413

6. The county of residence shall retain the application secured by the county of application in the case record and shall grant aid in the same manner as for any new application. Form CA 234 is not required even though aid is granted on a noncounty basis. The case summary and copies of forms from the county initiating the transfer may be accepted as evidence of eligibility unless there appears to be conflicting information or a change in the situation. In such cases, the county of residence shall secure additional evidence as necessary.

If continuing eligibility exists, aid shall begin in the county of residence on the date agreed upon as the earliest date possible but not later than 180 days subsequent to the beginning date of aid in the county of application.

If the child's county of residence is changed to another county after aid is granted but before transfer under W&IC 1512(c) is completed and the first county of residence is responsible for financial participation in the ANC payment, the transfer under W&IC 1512(c) shall be completed with that county. The first county of residence shall be responsible for payment of aid on a regular basis after transfer is completed until the end of the month following completion of one year from the date residence was established outside that county. The first county of residence shall initiate transfer to the new county of residence under W&IC 1527 as soon as possible.

If the child's county of residence is changed to another county after aid is granted but before transfer under W&IC 1512(c) is completed and the first county of residence is not responsible for financial participation in the ANC payment at the time residence is changed, the transfer under W&IC 1512(c) shall be completed with the new county of residence. The county of application shall initiate the transfer under W&IC 1512(c) to the new county of residence and if transfer to the first county of residence had already been initiated, request the first county to forward case material to the new county of residence. The new county of residence shall, if possible, grant aid on a noncounty basis before the expiration of the 180 day period after the beginning date of aid in the county of application. If this is not possible, a date shall be arranged between the two counties which will permit continued payment of aid.

If the child's residence is changed to the county of application prior to completion of transfer under W&IC 1512(c), transfer to the county of residence at the time aid was granted shall be completed only if that county is responsible for financial participation in the aid payment.

(W&IC 1512(c), 1528, 1560)

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C-450 TRANSPORTATION OF NEEDY CHILDREN OUTSIDE THE STATE - REQUIREMENTS C-450

A county may transport a needy child to a home outside the state, if such an offered home is determined to be a proper free home, and the state will pay one-half of the total expense necessarily incurred in effecting such transportation.

The county shall prepare and retain, either a Form CA 200, Part Two, or a narrative record showing how eligibility was established in addition to the evidence that the home to which the child was sent is a proper free home. Form DFA 140, Claim for Transportation of Needy Children, shall be submitted in quadruplicate to the area office of the SDSW. A copy of the eligibility document or narrative record and evidence of a proper home shall accompany the claim. (See Manual of Fiscal Policies and Procedures, Sec. F-940, Claims for Transportation of Needy Children.)

(W&IC 1580)

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C-456 TRANSPORTATION OF NEEDY CHILDREN OUTSIDE THE STATE - DETERMINATION C-456

If a child is not receiving ANC at the time such transportation is requested, his eligibility to receive aid as defined above shall be determined as set forth in this chapter.

The county shall determine that the home offered is a proper free home. Usually this is accomplished by means of out-of-state correspondence. If the correspondence is not in itself conclusive, the county shall record the basis for the determination that the offer was logically acceptable.

It is not necessary to complete an Application, Form CA 200, Part One. However, either a Form CA 200, Part Two, Statement of Facts, or a narrative record of the determination of eligibility shall be completed.

(W&IC 1580)

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C-460 PURPOSE OF CERTIFICATE OF ELIGIBILITY
(Repealed)

C-460

C-463 WHEN CERTIFICATE OF ELIGIBILITY IS REQUIRED
(Repealed)

C-463

C-466 INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF ELIGIBILITY
(Repealed)

C-466

The following Department Bulletins are repealed:

480
480-B
480-C

481
481-A

484
484-A
484-B

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C-503 DETERMINATION OF NEED FOR CHILDREN IN FAMILY GROUPS OR WITH RELATIVES

C-503

G. NEEDS NOT COMMON TO ALL FAMILY BUDGET UNITS

The goods and services essential to a minimum adequate standard of living but not common to all family budget units and the rules for including these needs in the family budget are listed below. For needs that are specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. Needs, other than those listed, that arise must be met by other resources in the community or by relatives or friends.

The cost (within the ceiling) of needs determined to be necessary and which do not recur regularly each month shall be included for one month or prorated over several months, dependent upon the plans the family is able to make with the vendor, the total cost, and the participating base. The plan for meeting the need shall be recorded in the narrative.

1. Special Diets

The amount for a special diet given in the Cost Schedule for an individual in the family budget unit shall be included if a special diet is recommended by a physician or public health clinic. The recommendation for the special diet including the length of time the diet will be required shall be included in the narrative or filed in the case record.

In unusual cases where a special diet is recommended that is not given in the Cost Schedule, the county shall determine the cost of the recommended diet in excess of the regular food allowance and allow the excess.

2. Restaurant Meals

The amount necessary for restaurant meals in lieu of the food allowance in the Cost Schedule for a temporary period not to exceed three months shall be included up to a maximum of \$1.50 per day per person, if either of the following circumstances exists:

- a. Emergency housing occupied by the family does not have cooking facilities, until housing is found that does provide such facilities.
- b. A member of the family budget unit must be temporarily out of the home to receive medical treatment and no other arrangement for his eating is possible.

The basis for the determination of the need for restaurant meals and of the amount and period of time allowance is to be made shall be recorded in the narrative.

In cases in which there is employment, see Sec. C-364.

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C-503 (Continued)

C-503

3. Commercially Prepared Foods

An amount equal to ten percent of the total food allowance for the family budget unit shall be included in order to provide for the purchase of some commercially prepared foods, if the mother who prepares the meals is regularly employed outside the home or is engaged in a vocational program.

The ten percent shall be in addition to the ten percent added in accordance with Item F.1 of this section, if food is prepared for a household of only one or two persons.

4. Additional Expenses for Clothing

The amount necessary for clothing, either in a lump sum or prorated over a period, shall be included up to the amount for an individual shown on Form Gen M40, if a member of the family budget unit does not have a basic outfit, or clothing is lost by fire, flood, or other disaster, and if such clothing is not obtainable through other sources in the community or from relatives or friends. The determination of the amount of clothing needed shall be recorded in the narrative.

5. Additional Housing Expense

The amount of rent paid or the expenses for the home being purchased in excess of the ceiling for members of the family budget unit shall be included up to a maximum of \$25 if any of the following circumstances exist:

- a. A suitable home is not available to rent for less than the amount the family is paying.
- b. A special health or social problem in the family necessitates housing which is not obtainable within the ceiling or which prevents the family from moving to other quarters.
- c. The cost of one or more utilities is included in the rent. The excess shall be included up to the amount allowed for these utilities in the Cost Schedule, but unless a or b applies, the amount shall not exceed the rental ceiling plus the amount given for the utilities in the Cost Schedule.

If the rent paid or expenses for the home being purchased exceeds the ceiling, the determination as to whether or not any of the above circumstances exist shall be recorded in the narrative.

6. Additional Expenses for Utilities

The average monthly amount of the cost of a utility in excess of the allowance given in the Cost Schedule, taken over a period of a year, shall be included up to a maximum of \$10 total excess of all utilities if any of the following circumstances exist:

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C-503 (Continued)

C-503

- a. The family uses a utility for more than one purpose, e.g., electricity for lighting (which covers use of small household appliances, such as an electric iron) and for the operation of household equipment, such as a washing machine, stove, etc., which causes the expense for the given utility to be higher than the amount given in the Cost Schedule.
- b. The family has inefficient equipment or a house which requires an unusual amount of heat.
- c. Illness or the presence of aged persons or young children in the family requires an unusual amount of a particular utility.
- d. Utility rates in the part of the county where the family lives are higher than in other parts of the county.

If the cost of a utility exceeds the allowance in the Cost Schedule, the determination as to whether or not any of the above circumstances exist shall be recorded in the narrative.

7. Telephone

The estimated minimum monthly average cost of telephone service shall be included up to a maximum of \$4 if any one of the following circumstances exists:

- a. A member of the family budget unit is in ill health which necessitates either emergency or frequent calls to the doctor.
- b. The family with preschool children which lives in an isolated area and lives an unreasonable distance from the nearest available telephone.
- c. A telephone is necessary for the protection or safety of the family.

In determining the minimum cost, the county shall determine the least costly method of providing telephone service; i.e., through the use of available public telephones, neighbors' telephones, or through the continuation of telephone service in the home.

In cases in which the cost of telephone service is specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section.

8. Transportation

An allowance for transportation shall be included if any of the following circumstances exist:

- a. Transportation is needed to secure necessary medical and dental care or to visit a member of the family receiving such care.
- b. The family does not live within reasonable walking distance for essential and economical shopping.

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C-503 (Continued)

C-503

- c. A member of the family budget unit is attending school or church which is not within reasonable walking distance.
- d. A member of the family budget unit has physical limitations which would preclude community contacts unless transportation is provided.
- e. A member of the family budget unit is required to keep appointments with county welfare representatives.

In cases in which the need for transportation is specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. For continuing transportation incident to employment, see Sec. C-364.

The allowance for transportation shall be:

- a. The estimated minimum monthly average cost of bus fare or carfare at local rates up to a maximum of \$10, if public transportation is available, or
- b. If public transportation is not available the estimated minimum monthly average cost of automobile transportation up to a maximum of \$20.

The county shall record in the narrative the determination as to whether or not transportation is necessary and the basis for the amount included in the budget.

9. Life Insurance

The county shall determine and record in the narrative whether or not life insurance policies are carried on the parents or children. (See Sec. C-340, Determination of Personal Property.)

If life insurance policies are carried on parents or on children under the age of 18 years, the actual amount of the premiums shall be included, up to a total of \$4 a month for the family. Exception shall be made in either of the following situations:

- a. If premiums are in excess of \$4 and a downward adjustment of the premium is pending, the excess amount shall be included for a period not to exceed three months.
- b. If policies are carried on an incapacitated parent either in or out of the home, the excess amount necessary to keep the insurance in effect shall be included.

However, the combined amount included in the budget for life insurance, and personal needs, recreation, household operation, and education and incidentals for the entire family budget unit shall not exceed the ceiling amount shown in Item F-3 of this section.

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C-503 (Continued)

C-503

10. Medical and Dental Care

Medical or dental care, treatment, drugs, medicines, or appliances found to be necessary by an examination by a physician, dentist, or other licensed practitioner shall be included unless the county determines that the care needed is available through a public facility without cost. The county shall record in the narrative the determination as to whether or not medical or dental care is needed by the family and the basis for the determination of the amount included or the arrangements made for free care.

The county shall determine whether the total amount for necessary medical or dental care should be included for one month or prorated over several months, dependent upon the plans for payment the family is able to make with the physician, dentist, hospital, etc., the total cost, and the participating base.

To be considered in the aid payment, medical and dental needs must be reported by the family as required in Section C-530. However, if a necessary prosthetic appliance (now not available without cost) has been purchased but not immediately reported, the unpaid balance of the cost of the appliance at the time it is reported shall be allowed if the appliance is a current necessity.

Prepaid medical and hospital care purchased by the family budget unit may be allowed up to a maximum of \$10 per month if essential medical care is not available through a public facility.

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C-503 (Continued)

C-503

11. Major Replacements, Repairs, and Purchase of Household Equipment

The cost of replacement, repair, or purchase of essential equipment for the functioning of the household, not to exceed the minimum price for which the required item of equipment can be purchased through a mail order house or store catering to lower income groups, shall be included if not obtainable through other sources in the community or from relatives or friends and one of the following circumstances exists:

- a. The family lacks and needs essential equipment.
- b. An item of essential equipment is worn out and there is need to replace or repair it.
- c. Essential equipment is lost or damaged due to such causes as fire or other disasters and there is need to replace or repair it.
- d. Illness of a member of the family budget unit necessitates additional equipment.

Essential equipment for functioning of a household includes basic cooking and heating facilities, sleeping equipment, storage space for clothing, and other basic necessities in living. Essential equipment also includes laundry equipment if laundry is done at home; refrigeration and air cooling equipment if found necessary because of climatic conditions.

If for some unusual reason the family budget unit does not have the equipment necessary for household operations or such equipment is lost by fire, flood, or other disaster, or a new member is added to the family, and if this equipment is not obtainable through other sources in the community or from relatives or friends, the cost of equipment necessary for household operations shall be included in the budget, either in a lump sum or prorated over a period. (See Form Gen M-42 for items included in household operations.)

Families shall be advised to discuss their needs and plans for repairing, replacing, or purchasing household equipment before final arrangements are made. The county shall determine the need for an item of essential equipment in relation to the specific family's situation, whether the equipment should be repaired, replaced, or purchased, and the minimum type of equipment adequate to meet the need. Also, the county shall determine whether the total amount should be included for one month or prorated over several months, dependent upon plans the family is able to make with the merchant, the cost of the equipment, and the participating base. The determination shall be recorded in the narrative.

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Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

If the family contracts for an item or service without prior county concurrence with the plan, only the unpaid balance of the cost, not to exceed the minimum price for which the item of equipment determined to be needed can be purchased, if it meets the above criteria, shall be included.

12. Major Housing Repairs

The cost of major repairs, remodeling, or enlarging a home, or of repairs, replacement, or purchase of permanently attached fixtures in a home owned, encumbered, or being purchased and occupied by the family budget unit may be prorated over a period not to exceed three years.

The monthly prorata so determined, when added to the regular housing expense (see Item F-5), shall not exceed \$25 over and above the rental ceiling.

This allowance over the rental ceiling shall be made if one of the following circumstances exists:

- a. The item is necessary to provide a minimum adequate standard of safety, sanitation, or protection from the weather, or
- b. The item is necessary to provide sleeping space, or
- c. The improvement is required by city or county ordinance.

Only items necessary to provide safe and healthful housing shall be included.

The need for a major housing repair shall be determined in relation to the specific family's situation and recorded in the narrative. Families shall be instructed to discuss plans for repairs, remodeling, replacement, or purchase of housing items before making final arrangements. However, if the items or service is contracted for without prior county concurrence with the plan, only the unpaid balance of the cost, if it meets the above criteria, shall be included.

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PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

13. Laundry Service

The average monthly cost of the least expensive laundry service necessary to meet the family's needs shall be included up to a maximum of \$10 if either of the following circumstances exists:

- a. The family is living in quarters without facilities for laundering and it is not practical to provide facilities. In determining the lack of facilities for laundering, the amount and type of clothing or linens to launder in relation to the water supply, receptacles for washing, facilities for heating the water, and facilities for drying the washing shall be considered.
- b. No member of the family budget unit is physically able to do the laundry and there is no relative or neighbor willing to perform the service for them without cost.

The basis for the determination of the need for the service and of the amount to be allowed shall be recorded in the narrative.

14. Housekeeping Service

The cost of housekeeping service shall be included up to the prevailing wage for such service if either of the following circumstances exists:

- a. The provision of such service is required to permit a child deprived of maternal care to remain at home.
- b. There is no member of the household or available relative who, because of age, disability, or employment, can discharge the necessary housekeeping responsibilities without cost.

The basis for the determination of the need for the service and of the amount to be allowed shall be recorded in the narrative.

If a child is living with a relative, other than a parent, who is not included in the family budget unit and the relative is unwilling to provide the care and supervision of the child without cost, an amount may be included for this service except that the total assistance payment for the child shall not exceed the prevailing rate for boarding home care in the community.

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Aid to Needy Children

PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

C-503

15. Moving Costs

The cost of local moving expenses shall be included up to the prevailing rate if no other moving arrangement or payment of costs is possible and if one of the following circumstances exists:

- a. The family has been evicted.
- b. Moving is necessary to obtain housing within the ceiling indicated in Item F-5 or to effect an economy in rent.
- c. Moving is necessary to obtain housing that meets a minimum basic standard of adequate care.
- d. Moving is necessary to obtain medical care or for reasons of health.

The basis for the determination that moving is necessary and of the amount to be allowed shall be recorded in the narrative.

16. Storage of Household and Personal Goods

The cost of storage of household and personal goods shall be included up to the prevailing rate if it is necessary to protect and maintain living facilities of the family while a home is temporarily broken, providing such service is not available without cost.

The basis for the determination that storage is necessary and of the amount to be allowed shall be recorded in the narrative.

17. Debts

Payments on an obligation incurred by the family before applying for ANC shall be included if such payments are required to maintain an item of current necessity and the unpaid balance of the debt is within the ceiling for the particular item of necessity. If obligations incurred before applying for ANC have no relationship to the current needs, payments on such debts shall not be included in the budget.

(Section Continued on Next Page)

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C-503

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

C-503

A practice common in some parts of the state is for the family to purchase an item of household equipment by adding it to a continuing account at the store, thus making it impossible for the family to get a clear title to the purchase until the account is paid in full. However, because of the complexity of such accounts and loans, it may be found that a number of non-essentials are involved.

It, therefore, becomes necessary for the county to determine whether it is possible to make an adjustment by returning non-essential items and thereby reduce the unpaid balance of the indebtedness and make it possible to include allowance for the essential items within the ceilings. If an adjustment cannot be made, the county shall determine whether it is more desirable to:

- a. Advise the family to discontinue such payments and stand the chance of having the family forfeit all such items if the company wishes to repossess them, or
- b. Continue such payments.

If the county determines to select the first alternative above, it should be prepared to work out a plan to:

- a. Enable the family to purchase household equipment if it cannot be obtained through other sources.
- b. Enable the family to arrange a rental which would make it unnecessary to purchase such equipment, or
- c. Use a combination of both these ideas.

The basis for the determination that payment on a debt is necessary and the amount to be allowed shall be recorded in the narrative.

(Section Continued on Next Page)

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C-533 DECREASE IN THE AID PAYMENT

C-533

A. REQUIREMENTS

Aid shall be decreased if the payment is more than the amount by which need exceeds income, except that if the redetermined amount of the aid payment (i.e., the budgetary deficiency rounded to the nearer dollar) is less than \$2 in excess of the currently authorized aid payment, a decrease shall not be made.

No overpayment occurs in any month for which the redetermined amount of the aid payment is less than \$2 under the amount previously authorized for that month and a decrease or cash adjustment shall not be made.

If the decrease of \$2 or more a month is not effected in the month in which the circumstances changed, or if aid is not discontinued at the end of the month in which ineligibility occurs, an overpayment results which, if current eligibility exists, may be adjusted, or partially adjusted, by a decrease in the aid payment for a subsequent month (or by discontinuance for one month—see Section C-539). A cash adjustment may be made in lieu of decreasing aid. In no event, however, shall a decrease or cash adjustment (or discontinuance for one month) be made to adjust for an overpayment which occurred more than two months prior to the month in which the decrease is effective or cash adjustment is made.

The month for which aid is decreased (or discontinued) to adjust for past overpayment is known as the "month of adjustment."

If the amount of the overpayment is such that full adjustment cannot be made by a decrease in the second month following that in which the overpayment occurred (or by discontinuance for one month), payment for the first month should be withheld, if possible. The withheld warrant should then be canceled and rewritten in the decreased amount authorized by the county unless a cash adjustment is being made.

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C-533 (Continued)

C-533

If an overpayment is discovered too late to make any adjustment within the time limit, or to only partially adjust the total overpayment, the right to demand repayment of any unadjusted balance of overpayment of \$2 or more a month shall be governed by Section C-572.

If the county determines that hardship would result because of a decrease to adjust for the entire amount of an overpayment, the county may limit the adjustment to an amount which will permit the continuance of that part or all of the aid payment which will prevent hardship. Hardship would apply in cases in which the money had been used by the family, and the family does not have savings or other resources to meet the current expenses.

The county shall record in the narrative the basis for the determination that hardship would occur. The fact that the current aid payment is not fully adjusted due to hardship does not relieve the county of the responsibility for determining whether the right to demand repayment exists.

C. DECREASE TO ADJUST FOR OVERPAYMENT DUE TO CHANGE IN NEED OR INCOME

Aid shall be decreased or a cash adjustment made (or discontinued for one month) to adjust for overpayment of \$2 or more a month due to change in need or income in the two months preceding the month of adjustment whenever such overpayment is discovered, unless hardship is determined.

In determining the amount of overpayment for any prior month, consideration shall be given to decreased need or increased income which caused overpayment in the month in which the change occurred regardless of when it was reported. On the other hand, consideration shall be given to increased need or decreased income which caused underpayment in the month in which the change occurred only if it was reported by the end of that month unless special circumstances prevented the family from reporting in that month.

Physical or mental incapacity may have made it impossible for the family to report changed circumstances. If report is made as soon as could reasonably be expected, the change shall be considered in the month in which it occurred.

Under other special circumstances, increased need or decreased income shall be allowed for the month in which the change occurred only if the change was reported by the end of the following month. These special circumstances include:

1. The need arose too late in the month to afford reasonable time in which to report the change within that month
2. The fact that income would not be received or would be received in a lesser amount than previously reported could not have been known until the last day of the month
3. Infrequent mail service from isolated areas, etc.

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C-533 (Continued)

C-533

The amount of the aid payment for the "month of adjustment" shall be determined by subtracting the amount of overpayment which occurred in the two preceding months from the amount of aid for which the family would have been eligible in the month of adjustment, had no overpayment occurred. The need in the month of adjustment (or need in any other month) shall not be increased by adding any unmet needs from a prior month.

C-536 SUSPENSION OF PAYMENT

C-536

If the county doubts the eligibility of a child to receive an authorized aid payment and does not have sufficient information to determine continued eligibility or ineligibility, the payment of aid may be withheld pending a redetermination of eligibility. If such warrant is withheld until the first of the month following that in which delivery was due, that withholding action becomes suspension of payment and shall be authorized by the county as soon as administratively possible in the current month. However, if eligibility is established prior to suspension action on the withheld warrant, the warrant may be released without the necessity of suspension action.

Exception: An initial warrant shall not be suspended.

If a question concerning continued eligibility is raised making it advisable to withhold the payment of aid while a redetermination of eligibility is being made, the county welfare department shall forward a notice in duplicate to the county auditor requesting that the warrant for the specified month be withheld from delivery. The request notice shall contain the name, address, case number, the request for withholding the warrant, and the month for which aid is to be withheld. A triplicate copy of the notice shall be filed in the case record. (Counties may devise their own form of notification to the county auditor.) (See Section C-566 for requirements on notification to the payee that a warrant has been withheld.)

If continued eligibility is determined, the county shall forward a notice in duplicate to the county auditor requesting the warrant for the month specified to be released. A triplicate copy of the notice shall be filed in the case record. A statement covering the cause for withholding payment and the results of the redetermination of eligibility shall be recorded in the narrative or on the triplicate copy only of the notice. Upon release of the warrant, the county auditor shall indicate on the second copy of the notice the date of release of the warrant and shall sign the notice and return it to the county welfare department where it shall be filed in the case record. Authorization action is not required to release a withheld or suspended warrant and request for release of such warrants shall be made as soon as continued eligibility has been determined.

If factors beyond the control of the county delay the redetermination of eligibility, the warrant for the second month shall be issued but delivery may be withheld in the same manner. If necessary, delivery of this warrant as well as the preceding warrant may be withheld beyond the second month. Further suspension action is not required.

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C-536 (Continued)

C-536

In extreme cases, delivery of the warrant for the third month may also be withheld. If eligibility has not been determined by the last day of the third month, the warrant for the third month, together with the warrants for the two previous months, shall be canceled, and aid shall be discontinued effective the last day of the month immediately preceding the first suspended payment.

If eligibility is established during the second or third month, the usual notification to the county auditor shall be forwarded in duplicate, requesting that the withheld warrants be released. The auditor shall return one copy to the county welfare department after indicating the particular warrants which were released and the date of release. In no case may the warrants be released later than the last day of the third month.

If ineligibility for all of the suspended warrants and for current aid is determined, the suspended warrant or warrants shall be canceled. Aid shall be discontinued effective the last day of the month preceding that for which the warrant or warrants are canceled. The authorization document discontinuing aid shall also indicate which warrant or warrants are to be canceled.

If aid payments are authorized but delivery of two or more warrants is withheld while redetermination of eligibility is made, it will sometimes be established that the child was ineligible for certain of the suspended warrants but eligible for the others. The warrant or warrants for which the child is found ineligible shall be canceled and such cancellation shall be authorized.

If aid continues, the cancelation of an interim suspended warrant or warrants does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect, and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not constitute restoration. The authorization document shall show the month or months for which the suspended payment was canceled and the reason.

If it is found, during the withholding or suspension of payment, that the child was eligible for a lesser amount of aid than that for which the withheld or suspended warrant or warrants were issued, the original warrant and any other suspended warrants may be paid and a repayment demanded for the amount in excess of that for which the child was eligible, or the original warrant and other subsequently suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (See Section C-533, Decrease in the Aid Payment.) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the county shall approve the changed aid payment and the new warrant or warrants shall be issued before the end of the third month for which payment of the first warrant was withheld.

If it is found, during the suspension of payment, that the child was overpaid in either of the two months prior to the month for which payment is suspended, the overpayment shall be adjusted in accordance with Section C-533, Decrease in the Aid Payment, or Section C-539, Discontinuance of the Aid Payment.

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C-536 (Continued)

C-536

If, during suspension of payment, it is determined that the child was eligible for a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be paid retroactively, or the original warrant or warrants may be canceled and a new warrant or warrants in the correct amount issued. (See Sec. C-530, Increase in the Aid Payment and Section C-513 Federal Participation in Aid Payments.) (W&IC 1552.5, 1560)

C-539 DISCONTINUANCE OF THE AID PAYMENT

C-539

A. REQUIREMENTS

Aid shall be discontinued when the eligibility requirements are no longer met. Action to discontinue aid shall be taken as soon as possible after the necessity for discontinuance becomes known and shall be effective as of the last day of the month for which the last payment was made.

If the discontinuance is not effected at the end of the month in which ineligibility occurs, or if a decrease of \$2 or more a month is not effected in the month in which circumstances changed, an overpayment results which, if current eligibility exists, may be adjusted or partially adjusted by a discontinuance for one month (or by a cash adjustment or by a decrease - see Section C-533). In no event, however, shall aid be discontinued for one month to adjust for an overpayment which occurred more than two months prior to the month for which no aid is paid.

The one month for which aid is discontinued (or decreased) to adjust for past overpayment is known as the "month of adjustment."

Discontinuance of aid for one month adjusts for overpayment during the two preceding months to the extent of the amount of aid for which the family would have been eligible in the "month of adjustment" had no overpayment occurred. Discontinuance for a month for which the family is ineligible for any payment does not adjust for any previous overpayment.

If aid is restored following discontinuance for one or more months, the amount of the payment shall be based on need and income in the month of restoration. Under no circumstances shall a lesser amount be granted to adjust for any unadjusted balance of overpayment.

If past ineligibility or overpayment is discovered too late to make any adjustment within the time limit, or to only partially adjust the total overpayment, or if ineligibility continues, the right to demand repayment of any unadjusted balance of an overpayment of \$2 or more a month shall be governed by Section C-572.

If the county determines that hardship would result because of a discontinuance to adjust for overpayment, the county may limit the adjustment to an amount which will permit the continuance of that part or all of the aid payment which will prevent hardship. Hardship would apply in cases in which the money had been used by the family and there are no savings or other resources to meet the current expenses.

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C-539 (Continued)

C-539

The county shall record in the narrative the basis for the determination that hardship would occur. The fact that the current aid payment is not fully adjusted due to hardship does not relieve the county of the responsibility for determining whether the right to demand repayment exists.

C. DISCONTINUANCE TO ADJUST FOR OVERPAYMENT DUE TO CHANGE IN NEED OR INCOME

Aid shall be discontinued for one month or a cash adjustment made to adjust or partially adjust for overpayment of \$2 or more a month due to change in need or income in the two preceding months if the amount of overpayment in these two months equals or exceeds the amount of aid for which there is eligibility in the "month of adjustment," unless hardship is determined.

In determining the amount of overpayment for any prior month, consideration shall be given to decreased need or increased income which caused overpayment in the month in which the change occurred regardless of when it was reported. On the other hand, consideration shall be given to increased need or decreased income which caused underpayment in the month in which the change occurred only if it was reported by the end of that month, unless special circumstances prevented the family from reporting in that month.

Physical or mental incapacity may have made it impossible for the family to report changed circumstances. If report is made as soon as could reasonably be expected, the change shall be considered in the month in which it occurred.

Under other special circumstances, increased need or decreased income shall be allowed for the month in which the change occurred only if the change was reported by the end of the following month. These special circumstances include:

1. Illness
2. The need arose too late in the month to afford reasonable time in which to report the change within that month.
3. The fact that income would not be received or would be received in a lesser amount than previously reported could not have been known until the last day of the month.
4. Infrequent mail service from isolated areas, etc.

The need in the month of adjustment (or need in any other month) shall not be increased by adding any unmet needs from a prior month.

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Aid to Needy Children

PAYMENT OF AID

C-548

C-548 CHANGE OF PAYEE

C-548

Payments shall be made to the person or institution providing care for the child except during temporary absence of the child or payee from the home. (See Sec. C-423, Definition of Living in the Home of a Relative for Federal Participation.) If a change in living plan is necessary for a child, the county shall determine whether the plan is a temporary one and payment should continue to the present payee or whether there should be a change in payee.

(W&IC 1560)

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C-560 ACTION ON AID PAYMENTS

C-560

In granting the application or request for restoration, the amount and beginning date of the initial aid payment shall be specified. (See Sec. C-155, Action on Applications and Requests for Restoration)

County action shall also be taken on any change in the aid payment, including increase, decrease, suspension, change of payee, discontinuance, or change in participation.

If a change in the aid payment is granted on an appeal to the SDSW, action shall be taken in accordance with the decision of the SSWB.

If aid is discontinued erroneously, the discontinuance shall be corrected providing such action is taken in accordance with the provisions of Sec. C-545.

(W&IC 1550, 1560)

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C-569 INSTRUCTIONS FOR COMPLETING AUTHORIZATION DOCUMENT

C-569

A. GENERAL INSTRUCTIONS

A payment shall be authorized, modified, suspended, or discontinued by the use of Form CA 278, Authorization to Pay, Deny, Suspend, or Discontinue Aid to Needy Children, unless a different form, designed to provide the same data, has been submitted to and approved by the SDSW. Form CA 278, or an approved substitute, shall also be used to authorize denial of an application or denial of a request for restoration.

A completed copy of the authorization document showing the date of action shall be filed in the individual case record. Either the original or facsimile signature of the county clerk or deputy, or the delegated agent, shall be affixed unless such signature appears on an official copy of the document filed elsewhere and available for audit. A facsimile signature shall be affixed by or under the specific authority of the county officer whose signature is thus affixed. Approval to omit completion of Items 12 and 13 may be secured from the SDSW upon a showing that adequate controls are otherwise established to insure accurate claiming. (Copies of the authorization document used by the county in its fiscal claim reconciliation procedure need not show the signature or action date if the county has a Batch Voucher, or other comparable transmittal showing the signature of the county clerk or deputy, or the delegated agent, and the date of action.)

Whenever the action taken on an ANC Permanent Sample Case whose state number ends in "05," "25," or "45" ("Caseload" Sample) is discontinuance of the entire family group, one fully-completed Form CA 278 shall be sent to the Bureau of Research and Statistics, 616 K Street, Sacramento 14, California.

B. INSTRUCTIONS FOR COMPLETION OF FORM CA 278

- ITEM 1. PAYEE - Enter the name of the person to whom the payment is to be made as it should appear on the warrant (i.e., given name or initials first, then surname).
- ITEM 2. ADDRESS - Enter the mailing address of the payee. (Do not use this form to change address or correct address.)
- ITEM 3. FORMER PAYEE - If there is a change in payee or in the name of the payee, enter the name of the payee as it was shown on the last authorization. If there is no change, make no entry. For change of payee for part of the family group, preparation of two forms is required (see instructions for Item 17 I).
- ITEM 4. COUNTY, CO.# AND ST.# - Enter the name of the county. Entry of the county case number, if any, is optional with the county. Enter the state number assigned to the case.
- ITEM 5. CASE NAME - Enter the name of the case as it is identified in the county.

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C-569 (Continued)

C-569

FAMILY BUDGET UNIT - BHI - Check the appropriate box to indicate whether aid is granted on a family budget unit basis or if the child is in a boarding home or institution. (See Manual Section C-503-A and C-506-A.) This is necessary since claims for reimbursement for these two types of cases are compiled separately.

PAYMENT DATA - This section of the form consists of 7 columns. Column 7 is reserved for use of the accounting unit. Columns 1 through 6 are used to authorize payments for specific months, as follows:

Column 1, 2, 3 and 4 - SUPPLEMENTAL PAYROLL: These columns are used (1) to record payment data for the current or past months; (2) to record data for the coming month if payment is authorized after the county's cut off date for changing the main payroll for the coming month; (3) to record payment data for a coming month in the case in which payment will be for a partial month; (4) to record payment data for a retroactive decrease (i.e., when a cancelled warrant is reissued in a smaller amount; (5) to record payment data if there is a change in federal or state participation for prior months.

Payments for months specified in Column 1, 2, 3 and 4, do not appear on the main payroll for the particular months. They are shown on supplemental payrolls.

Columns 1, 2, 3 and 4 are used in reverse chronological order. Column 4 is used for the current or most recent month; Column 3 for the next most recent month; etc. If necessary to use more than 4 columns, use an additional form entering payment data in Columns 1, 2, 3 or 4 as needed, on the second form. Do not make any entry in Columns 5 or 6 of the second form. Otherwise it is completed in every detail, including the signature and date in Item 20, and stapled to the first page of the form.

Column 5 - LAST AUTHORIZATION: This column is used to inform the disbursing unit that the persons and the payment amount are to be deleted from the last main payroll. It is completed when payment is discontinued; when aid is increased or decreased for a future month; when there is a change in participation for a future month; and when an application or restoration is granted for an additional child in a family group having the same payee. The entries in this column are taken from Column 6 of the last Form CA 278 submitted. (No entry is made in Column 5 for a new application or restoration granted for an entire family group.)

Column 6 - NEW AUTHORIZATION: Column 6 reflects the amount to be paid on the main payroll for the future month specified (data for the current or past months appears in Column 1, 2, 3 or 4), and for each month thereafter until the grant is changed or discontinued by the submission of another Form CA 278. Exception: Payment data for a partial month is never recorded in Column 6. Under such circumstances use Column 4 for the partial month and show data for first full month in Column 6.

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C-569 (Continued)

C-569

Column 7 - ACCOUNTING USE ONLY. This column may be used by the accounting or disbursing unit for an authorization for the coming month intended to be included, but received too late to be included, on the main payroll. In such an instance, the same payment data as shown in Column 6 would be entered in Column 7 for the month subsequent to that shown in Column 6, except that the date entered in Column 7 for Item 6 would be the first of the month succeeding that month shown in Column 6. The payment for the month specified in Column 6 would then be reflected on a supplemental payroll.

Data for Items 14A through 14E shall be entered in this column if supplemental payment is made or there is a change in participation for the current or past payments. If the number of persons is not affected in a supplemental payment, enter "0" for these items. If persons are added, enter the appropriate plus figure. If change from one status to another is involved, enter both plus and minus figures in the appropriate spaces for the number of persons affected. The months involved shall also be designated.

ITEM 6. EFFECTIVE - Enter the effective date in each column completed.

ITEM 7. AMOUNT OF AID TO WHICH ELIGIBLE - Enter in the appropriate column the amount of aid for which the family is eligible as shown in Item I of the Budget Work Sheet for that month, if it is a Family Budget Unit Case; or the amount of aid to be paid as indicated in the record for that month, if it is a BHI Case.

ITEM 8. OVERPAYMENT TO BE ADJUSTED - Enter the amount of any net overpayment of aid which occurred in the two months preceding the month of adjustment as shown in Item K of the Budget work sheet. If there is no overpayment, enter "0."

ITEM 9. DIFFERENCE BETWEEN 7 AND 8 - Subtract Item 8 from Item 7. This is the adjusted amount of the payment for the particular month.

ITEM 10. AMOUNT PREVIOUSLY AUTHORIZED - Enter in Columns 1 through 4, the amount previously authorized and paid in each month for which action is taken to increase payment retroactively. In all other instances, enter "0" for this item in Columns 1 through 4.

Enter in Column 5 the amount shown in Item 11, Column 6 of the last authorization form, if the action is taken to increase or decrease future payments, to discontinue payment, or to change participation in future payments.

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C-569 (Continued)

C-569

ITEM 11. AMOUNT TO BE PAID - Enter the difference between the amount in Item 10 and the amount in Item 9. In Columns 1 through 4, this represents the amount of supplemental payment to be made or the amount of the payment to be reissued when a warrant is held and cancelled. In Column 4, this may represent the amount of the entire initial payment for the coming month if the payment is authorized after the county's cut off date. Also, if the payment is for a partial month, the prorated amount shall be entered in Column 4. In Column 6, it represents the amount of the total payment and will be the same as the amount in Item 9.

If there is a change in participation for prior months with no change in payment for these months, enter "0" in Item 11 in Columns 1 through 4.

ITEM 12. TOTAL STATE BASIS - Enter the amount of the state participation basis for the total payment for the month. This will be the same as Item 9 unless Item 9 exceeds the maximum state basis for the number of children, in which event the maximum is to be entered. (See Section C-512.) This will be the total of 12A and 12B if a supplemental payment is made.

ITEM 12A. STATE BASIS ON PREVIOUS PAYMENT - Enter the amount of the state basis on the previous payment (Item 10) in Columns 1 through 4 if this is a retroactive increase. Enter the state basis shown on the last authorization in Column 5 if this authorization represents a change in a future payment. Otherwise, enter "0" in the Columns 1 through 4 being completed.

ITEM 12B. STATE BASIS ON THIS PAYMENT - Enter the amount of the state basis on this payment to be made (Item 11) in Columns 1 through 4 if this is a retroactive increase. This will be the difference between the amount in Item 12 and the amount in Item 12A. Otherwise, enter the amount of the total state basis as described in Item 12.

ITEM 13. TOTAL FEDERAL BASIS - Enter the amount of the Federal participation basis for the total payment for the month. This will be the federal basis of the amount in Item 9 based on the number of eligible children and the eligible relative for the particular month. (See Section C-512 for participation chart and C-513 for regulations governing federal participation.)

Exception for Certain Supplemental Payments - If federal participation less than the maximum was available in a particular previous payment and a supplementary payment for that month is being authorized beyond the period when federal participation would be available in that payment, enter the same amount as is entered in Item 13A.

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C-569 (Continued)

C-569

- ITEM 13A. FEDERAL BASIS ON PREVIOUS PAYMENT - Enter the amount of the federal basis on the previous payment (Item 10) in Columns 1 through 4, if this is a retroactive increase. Enter the federal basis shown on the last authorization in Column 5 if this authorization represents a change in a future payment. Otherwise, enter "0" in the Columns 1 through 4 being completed.
- ITEM 13B. FEDERAL BASIS ON THIS PAYMENT - Enter the amount of the federal basis on this payment to be made (Item 11) in Columns 1 through 4 if this is a retroactive increase. This will be the difference between the amount in Item 13 and the amount in Item 13A. Otherwise, enter the amount of the total federal basis as described in Item 13.
- ITEM 14A. NO. REG. CHILDREN (FED., STATE, CO.) - Enter, in each column completed, the number of children eligible for federal, state, and county participation i.e., who meet federal qualifications (see Section C-420) and who have one year of residence in the county. (See Section C-403.) If there are no such children, enter "0." (See Section C-513 for federal participation in retroactive payments or increases in payment.)
- ITEM 14B. NO. NONCOUNTY CHILDREN (STATE, FED.) - Enter, in each column completed, the number of children eligible for state and federal participation but not county participation, i.e., who meet federal qualifications but do not have 1 year of residence in the county. If there are no such children, enter "0."
- ITEM 14C. NO. NONCOUNTY NONFEDERAL CHILDREN (STATE) - Enter, in each column completed, the number of children ineligible for both federal and county participation, i.e., who do not meet federal qualifications and do not have 1 year of residence in the county. If there are no such children, enter "0."
- ITEM 14D. NO. NONFEDERAL CHILDREN (STATE, CO.) - Enter, in each column completed, the number of children ineligible for federal participation but eligible for state and county participation, i.e., who do not meet federal qualifications but do have 1 year of residence in the county. If there are no such children, enter "0."
- ITEM 14E. ELIGIBLE RELATIVE - Enter in each column completed, a "1" if there is a needy relative eligible for federal participation. (See Section C-439 for definition.) If there is no eligible relative, enter "0."
- ITEM 15A. OTHER ADULTS IN FAMILY BUDGET UNIT - Enter in each column completed, the number of adults in the family budget unit excluding the eligible relative. If there are no other adults included, enter "0."

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-569 (Continued)

C-569

ITEM 15B. OTHER MINORS IN FAMILY BUDGET UNIT - Enter in each column completed, the number of needy minors ineligible for ANC included in the family budget unit. If there are none, enter "0."

ITEM 16. NAMES - Enter the name of the eligible relative (if any) and the names of all children or "unborn," if applicable, for whom action is taken on this document. If there is no eligible relative, leave the line "E/R" blank.

If payment on BHI basis is authorized for more than one child in a family group to the same payee, enter the amount of payment for each individual child following his name.

BIRTHDATES - Enter the date of birth of all children for whom action is taken to grant an application or restoration. Birth-dates are optional for other actions except that date of birth of a child for whom aid was granted prior to birth shall be entered on the first form prepared after the birth.

ITEM 17. TYPE OF ACTION - Check the appropriate box or boxes to indicate the type of action taken. If more than one action is taken which affects the payment, check all appropriate boxes even though several boxes are checked. Some of the actions may be partial because they affect only one or more of the group of children or eligible relative. Actions which may be partial are granting or restoration of aid, discontinuance, denial, or change in participation. Those actions which affect the payment of the group and are not partial are increases, decreases, suspension of payment, and cancellation of a warrant.

ITEM 17A. APPLICATION SIGNED AND GRANTED - Enter the date the application was signed and check this item if the action taken grants aid on an application for any or all of the children listed in Item 16. (See Manual Section C-105 for definition of an application.) If this action adds children to the list of those already receiving aid on the last previous authorization, enter the numbers preceding the names of the children in Item 16, who are added, in the space "Partial for," and the "Effective" date for including them in the aid payment.

ITEM 17B. RESTORATION - Enter the date the written request for restoration was made and check this item if the action taken restores aid for any or all of the children listed in Item 16. If this action restores aid for children in addition to those listed on the last previous authorization, enter the numbers preceding the names of the children in Item 16 who are added in the space "Partial for," and the "Effective" date for including them in the aid payment. If aid is restored following discontinuance for one month to adjust for overpayment, enter "NA" in lieu of the date of request.

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(Pursuant to Government Code Section 11380.1)

C-569 (Continued)

C-569

ITEM 17C. DISCONTINUED, EFFECTIVE - Check this item if the action taken discontinues aid for any or all of the children listed in Item 16 and enter the effective date of the discontinuance. If this action does not discontinue aid for all children listed, enter the numbers preceding the names of the children in Item 16 who are discontinued in the space "Partial for."

The coded reason for discontinuance shall be entered in accordance with the instructions under Item C of this Section.

ITEM 17D. DENIED - Check this item if the action taken denies the application or request for restoration for any or all of the children listed in Item 16. If this action does not deny aid for all children listed, enter the numbers preceding the names of the children who are denied in the space "Partial for."

Enter the reason for denial in Remarks.

ITEM 17E. INCREASE - Check this item if the action authorizes supplemental or retroactive aid for the current or past months or an increase in the payment for a future month.

ITEM 17F. DECREASE - Check this item if the action authorizes a decrease in the payment for a future month or a held warrant (for the current or a past month) to be cancelled and reissued in a smaller amount. Also check Item 17H if a warrant is to be cancelled.

ITEM 17G. SUSPENSION - Check this item if the action authorizes suspension of payment and enter the month for which the warrant was held. No entries are made in any columns in the Payment Data Section. The original form shall be filed in the case record after the authorizing signature is affixed.

ITEM 17H. WARRANT CANCELLED - Check this item if a warrant is cancelled whether the cancellation is to reissue a held warrant in a smaller amount, to discontinue aid on a case for which payment was withheld or the warrant returned, or to cancel an interim payment with no change in the continuing payment. Also enter the month for which the warrant was drawn.

ITEM 17I. CHANGE IN PARTICIPATION - Check this item if there is a change in the federal, state, or county participation in the total payment, either current, past or future, affected by any or all of the children or the eligible relative, which is not covered by a check in A, B, or C. This is to be explained in "Remarks" and the proper entries made in Items 14A through 14E in the appropriate columns for the months affected. This item is to be checked if:

- (1) There is a change from Reg., Noncounty, Noncounty Nonfederal, or Nonfederal, status to any other of these statuses for any or all of the children,

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CONTINUATION SHEET
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 (Pursuant to Government Code Section 11380.1)

C-569 (Continued)

C-569

- (2) An eligible relative is added to or deleted from the family budget unit, or
- (3) One or more children are removed from the family budget unit but assistance is to continue under a different payment plan. (That is, one child is removed to a boarding home, payment to be made to the boarding home mother. In such a case two Forms CA 278 would be required, one to change participation and the amount of the payment on the family case and one to name the payee and establish the payment to the new payee for the removed child under the changed plan.)

If the change in participation status is for only part of the persons listed in Item 16, enter E/R or the numbers preceding the names of the children in Item 16, who are affected, and enter the effective date.

If there is a change in participation for prior months with no change in payment for these months, enter "0" in Item 11.

REMARKS - Explain the reason for any action taken or give any information necessary to make the action clear.

ITEM 18. NONCOUNTY - If there are any children for whom noncounty participation is noted for any month in Item 14B or C, enter the date county participation begins, i.e., the date the child will have acquired one year of residence in the county.

If only part of the children listed are "noncounty," enter the numbers preceding the names of the children in Item 16 who are "non-county" in the space, "Partial for."

ITEM 19. If aid is being granted to correct an erroneous denial, check the box immediately preceding "Erroneous Denial" and enter the date the erroneous action was taken. If aid is being restored in order to correct an erroneous discontinuance, check the box immediately preceding "Erroneous Discontinuance" and enter the effective date of the erroneous discontinuance. If aid is being granted to carry out an appeal decision by the SSWB, or adjust an appeal which has been filed, but not yet heard or submitted to the SSWB, check the box immediately preceding "Appeal" and enter the date the appeal was filed. If the appeal is the result of an erroneous denial or discontinuance, also check the box immediately preceding "erroneous denial" or "erroneous discontinuance" and enter the date the erroneous action was taken.

ITEM 20. In the spaces provided enter the date and signature of the social worker or social work supervisor to record the date and certification of these persons to the action specified. In the spaces provided for "Authorized Signature" and "Date" record the action by the board of supervisors (signature is that of the county clerk or deputy), or enter the signature of their duly appointed agent, and the date of action by the board or their agent.

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(Pursuant to Government Code Section 11380.1)

C-569 (Continued)

C-569

C. INSTRUCTIONS FOR CODING REASON FOR DISCONTINUANCE OF CASES
DISCONTINUED - FORM CA 278, ITEM 17C

Reason Code. Enter in Item 17C, the code number (see below) for the reason aid was discontinued. If several reasons apply, enter the code for the one which occurred most recently. If several reasons for discontinuance occur simultaneously, or if reasons differ among two or more children, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW.)

Coded reasons for discontinuance must be entered on all discontinuance authorization documents, whether the discontinuance is partial or total.

Code entries in Item 17C are also required when transfers are effected from Family Group living arrangement to Boarding Home or Institution living arrangement, and vice versa.

Code these as follows:

Code 79. Transfer from Boarding Home or Institution living arrangement to Family Group living arrangement.

Code 99. Transfer from Family Group living arrangement to Boarding Home or Institution living arrangement.

Code reasons for discontinuance as follows:

Code 89. Transfer to Another County. The family or child has moved to another county and aid is being furnished by the other county.

Code 69. Adjustment for Overpayment: Aid is discontinued for one month to adjust for overpayment.

Income Reasons

Code 01. Support from stepfather.

Code 02. Contributions from absent father.

Code 03. Earnings of father living in home: Include earnings from self-employment. Do not use this code if ineligibility is due to the return of an absent father or the fact that an incapacitated father is technically no longer incapacitated. For such discontinuances (whether or not the father is supporting the children) use codes "21" and "22," respectively.

Earnings of mother: Include earnings from self-employment.

Codes

04 & 05. Code 04. County assisted in job placement: County made placement referral to an agency or employer or provided employment counselling. Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "05."

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C-569 (Continued)

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Code 05. Found own employment.Code 06. Earnings of dependent children: Include earnings from self-employment.Code 07. Contributions from other persons: Support from persons other than those listed above.Code 08. Old Age and Survivor's Insurance.Code 09. Military service benefits: One or more members of the family is receiving benefits arising from past or present service in the armed forces, e.g., allowances, military insurance, pensions, etc.Code 10. Unemployment or disability insurance benefits.Code 11. Other income: Income from sources other than those listed above. Report discontinuance for "recurring lump sum income" under this code.Other ReasonsCode 20. Excess real or personal property: Real or personal property has been acquired in an amount sufficient to make the family or child ineligible. Use code "50" to report discontinuance because of increased assessment of real property without increase in holdings.Code 21. Father no longer incapacitated: The father is technically no longer incapacitated for regular full-time employment. Use this code whether or not he is supporting the children.Code 22. Absent father returned: The absent father has returned to the home. Use this code whether or not he is supporting the children.Code 23. Child reached 18th birthday.Code 24. Child aged 16 or over, ineligible under Section 1500, W&IC: The 16-year-old child is not regularly attending school; is not disabled; and is not employed and contributing to the family's support.Code 25. Child an inmate of a public institution: E.g., county hospital, state hospital, detention home, etc.Code 26. Loss of state residence.Code 27. Whereabouts unknown: All efforts to locate have failed.Code 28. Refusal to cooperate with law enforcement officers.

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C-569 (Continued)

C-569

Code 29. Refusal of reasonable employment or vocational rehabilitation.

Code 30. Refusal to provide essential information: Other than information necessary in cooperation with law enforcement officers.

Code 40-42. Change in state law or policy: These codes are to be used for reporting specific changes in state law or policy. Do not use unless special instructions for reporting have been issued by the SDSW.

Code 50. Other Reasons: Reasons other than those listed above. Every effort should be made to assign a specific reason. Use this code only when no other reason is applicable.

(W&IC 1560)

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FACE SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

MAY 25 1954

Division of Administrative Procedure

ENDORSED

APPROVED FOR FILING
(GOV. CODE 11380.1)

MAY 25 1954

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: May 25, 1954

By: C. S. Schouland

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

MAY 25 1954

3:45 o'clock P.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

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PREVENTION OF BLINDNESS

Aid to the Blind

B-799 OPHTHALMOLOGY - FEE SCHEDULE

B-799

EYE OPERATIONS

Cataract, Needling or Discission, operation for.....	\$ 50.00
Cataract, operation for (to include all postoperative care within 90 to 120 days following surgery, as well as final report and refraction).	175.00
Cataract, operation for (to include up to 15 days postoperative care and consultation if requested by local eye physician within 120 postoperative days).....	115.00
Corneal Surgery - Nonpenetrating (to include all postoperative care within 90 to 120 days following surgery).....	150.00
Corneal Surgery - Penetrating (to include 3 mos. postoperative care).....	250.00
Ectropion, operation for.....	50.00
Entropion, operation for.....	50.00
Enucleation of Eye.....	75.00
Iridectomy, Simple Iridectomy.....	75.00
Glaucoma, surgery for (other than simple Iridectomy).....	90.00
Lacrymal Sac, excision of, or Dacryocystotomy.....	50.00
Pterygium, removal of, or other external eye surgery--- ..up to	40.00
Retinal Detachment, correction of.....	150.00
Each surgery fee except as indicated includes up to 15 days postoperative care.	
Office visits - \$5.00 each, following 15 days postoperative period (except if surgery fee includes postoperative observation)	
Diagnostic examination (when surgery not performed).....	15.00
Fee for diagnostic examination included in surgery fee when surgery follows.	

PHYSICAL EXAMINATION

Physical examination to determine feasibility for eye surgery.....	10.00
--	-------

POSTOPERATIVE TREATMENT IN LOCAL COMMUNITIES

Postoperative care and report by eye physician other than the operating surgeon (each visit).....	5.00
Postoperative refraction with prescription.....	15.00

TREATMENT ONLY

(No surgery involved)

Initial diagnostic examination.....	15.00
Observation and Report.....	5.00

OTHER COSTS

Consultation or anesthetist service, if required.....	As Charged
Hospital Items.....	As Charged
Boarding Home Items, if required.....	As Charged
Miscellaneous Items, if required.....	As Charged
Transportation Items, if required.....	As Paid

If an ophthalmologist performs two or more eye operations at a hospital or clinic not located in his city or residence, the Division for the Blind may authorize payment of his traveling expenses in accordance with the rules of the Board of Control applicable to state employees.

These traveling expenses shall be billed for payment by the state by the addition thereof to one of the invoices (Form DFA 193) submitted for the eye operation.

(Waic 3051, 3462)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
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F-220 DESTRUCTION OF COUNTY FISCAL RECORDS

F-220

The following forms and records required by SDSW may be destroyed as indicated:

A. DAILY TIME REPORTS

It is necessary to retain daily time reports, Forms DFA 42, for the month immediately preceding the current month. All records more than one month old may be destroyed without approval of SDSW. (See Sec. F-820)

B. MONTHLY TIME REPORTS

Monthly time reports, Form DFA 43, shall be retained by the county until federal and state field audits have been completed.

C. RECORDS AND CONTROLS IN SUPPORT OF AID CLAIMS,
BATCH VOUCHER DOCUMENTS

Forms ABC 808, Report of Repayment, the extra copies of authorization documents for individual cases required to be maintained centrally as a part of the batch voucher system supporting reconciliation of aid authorizations to claims are to be preserved until the state and federal field audits of the period involved have been completed.

D. GOVERNMENTAL PARTICIPATION CONTROLS

Control records maintained by the county in accordance with Sec. F-250 shall be retained by the county until federal and state field audits have been completed for the period covered by the control records.

Upon completion of the state and federal field audits, the county will be notified in writing by SDSW that the documents listed under B, C, and D may be destroyed. (See Sec. F-240)

(W&IC 116)

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F-240 CONTROLS ON AUTHORIZATIONS TO PAY OR DISCONTINUE AID

F-240

In support of Form ABC 820 or 820 A (F-770,C), Reconciliation Statement, required to be submitted with each monthly aid claim, each county shall maintain in an auditable manner and conveniently accessible to state and federal auditors, the following records:

1. A register, or its equivalent, supporting the reconciliation statement and summarizing the money effect of actions taken by the board of supervisors (or agent) in granting, modifying, or discontinuing aid. (Form ABC 822, Register of County Authorizations, is recommended as being applicable in most counties for this purpose.
2. In addition to the completed, signed authorization documents required to be filed in individual case records, each county shall maintain a chronological file of authorization documents grouped according to board of supervisors (or agent) action date. Such a group is hereafter referred to as a "batch." Each batch may be subdivided by type of action, that is; new cases and restorations, increases, decreases or discontinuances. The individual documents shall be filed within each batch in state number order. To each batch shall be attached a recapitulation of the money effect of the documents included in it. This may be in the form of a listing or some other type of recapitulation suitable in the individual county. It shall, however, identify the individual cases entering into the batch totals, and shall be signed by the board clerk or agent. (See Sec. F-300). Form ABC 821, Batch Voucher, is recommended as being applicable in most counties for this purpose. The totals of each batch voucher shall be entered in the register of authorizations (or its equivalent) referred to in Item 1, above.

(W&IC 114, 115, 116)

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F-320 (Continued)

F-320

E. ENDORSEMENTS ON WARRANTS

Warrants issued in payment of aid shall be endorsed by the authorized payee or by the person to whom he may have granted Power of Attorney, except in the case of a deceased recipient or payee as provided in Sec. F-310, Item C 2. Warrants issued to a legally appointed guardian shall be endorsed by the guardian.

A payee may endorse a warrant in a foreign language which differs in appearance from his name as it appears on the face of the warrant, e.g., in Chinese characters. Such endorsement is acceptable unless there is reason to doubt its authenticity.

If a payee is unable to write his name, he may endorse his warrant by means of a mark, e.g., an X or a thumb print. Such mark endorsement shall be accompanied by the name of the payee and the signature and address of at least one witness in attendance at the time the mark endorsement is made.

(W&IC 118.2, 1560, 2009, 2140, 2181, 2183.9, 3002, 3044, 3075, 3401.5, 3460; Gov. C. 29800, 29802, 29850, 29851, 29852, 29853; AGO 42/242)

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F-380 UNAUTHORIZED PAYMENTS

F-380

An unauthorized payment is a payment made for a period for which there was not a valid authorization by a county board of supervisors (or agent), or for which there was a valid authorization for a lesser amount than the amount paid.

Such an unauthorized payment may be adjusted without further action of the county board of supervisors (or agent) within the current adjustment period.
(See Sec. F-520, Item C, 2.)

Unauthorized payments, when discovered, shall be credited on Form AB, CA 816 on a current claim, if they have been claimed from the state as public assistance payments and not adjusted or repaid. Any amounts collected thereafter are credits to county funds. (See Section F-760.)

The right to request repayment exists for the unadjusted amount with the limitation that repayment may be required only from resources of the recipient other than the current grant or income required to meet the current need.

(W&IC 1504, 1550, 2024, 2181, 3007, 3082, 3406, 3471)

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FISCAL

AID REPAYMENTS

F-400

F-400 TERMINOLOGY USED IN AID REPAYMENTS

F-400

A. REPAYMENTS RECEIVABLE

Amounts receivable from, or on behalf of, recipients or former recipients as the result of an overpayment totalling \$2 or more in OAS, ANB or APSB, or an overpayment of \$2 or more in any one month in ANC and not adjusted or adjustable within the current adjustment period and for which there is right to demand repayment are termed "repayments receivable." Items affecting county funds only or "Current Cash Adjustments" shall not be included in the repayment receivable file maintained for purpose of completion of the Quarterly Repayment Report.

B. CURRENT CASH ADJUSTMENTS

Amounts received within the current adjustment period from, or on behalf of, recipients which represent repayments of an overpayment and are in lieu of grant reduction or discontinuance are termed "current cash adjustments."

C. VOLUNTARY REPAYMENTS

Amounts received from, or on behalf of, recipients or former recipients on a voluntary basis which represent return of aid legally paid are termed "voluntary repayments."

While all amounts received from, or on behalf of, recipients or former recipients are required to be reported as abatements on aid claims to the state (See Chapter VII), this chapter deals only with repayments receivable as described in Item A. Only repayments receivable are to be set up as repayments receivable accounts (See Sec. F-470), are to be reported in Quarterly (or Monthly) Repayment Reports, (See Sec. F-490), and are affected by the procedures set forth in the other sections of this chapter.

D. DEBTOR

In OAS, ANB, APSB this term refers to the recipient or former recipient who has received an overpayment for which the right exists to demand repayment, except that in guardianship cases it refers to the person holding guardianship of the recipient's estate during the time the overpayment was made. In ANC, the term refers to the person or agency responsible for the child during the time the overpayment was made.

(W&IC 115, 116)

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CALIFORNIA-SDSW-MANUAL-FISCAL

Revision 83

Revised April 23, 1954
Effective June 1, 1954

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**FOR FILING ADMINISTRATIVE REGULATIONS
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 (Pursuant to Government Code Section 11380.1)

FISCAL

GOVERNMENTAL PARTICIPATION

F-500

F-500 STATE PARTICIPATION IN AID PAYMENTS**F-500**

The State Government participates within the statutory maxima, in all OAS, ANB, APSB, and ANC payments which are properly authorized by county boards of supervisors or their duly appointed agents and are paid to or on behalf of eligible persons provided:

1. The recipient is in receipt of one categorical aid only.
2. Payment is made for a month in which the recipient is living, and only to the recipient or the authorized payee, except in certain situations involving payment for the month in which the recipient dies. (See Sec. F-310)
3. The warrant for the payment is presented for redemption to the county treasurer within six months of its date, or if a reissued warrant, within the same time limit applying to the original warrant. (See Sec. F-320)
4. The warrant is properly endorsed. (See Sec. F-310)
5. Payment is not in kind, controlled, or restricted unless the case has been determined to be an ANC mismanagement case. (See Secs. F-340, F-360, and Sec. C-516 of the Manual of Policies and Procedures-ANC)
6. New, restored, or retroactive payments or payments following suspension are made only in accordance with Secs. A-1302, A-1306, A-1316 and A-1324 of the Manual of Policies and Procedures-OAS, Secs. B-624, B-630 and B-636 of the Manual of Policies and Procedures-AB, and Secs. C-518, C-536 and C-545 of the Manual of Policies and Procedures-ANC.
7. The warrant for an initial payment is delivered during the month in which county action authorizing aid is taken, or not later in the following month than such delivery would normally be made under the county's customary fiscal procedure.
8. The payment applying to a period during which the person is confined in a public institution for temporary medical or surgical care is not made for a month subsequent to the second month following admission, or the first month following admission if admitted on the first day of the month.

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F-500 (Continued)

F-500

9. The payment for a recipient during confinement in a public institution for custodial or correctional care is not for a month subsequent to the month in which the recipient enters the institution.
10. The payment of OAS, ANB, or APSB is for a recipient residing in a private institution under terms of a life care contract but:
 - a. The institution is not carrying out its contract because of insolvency, or
 - b. The life care contract does not obligate the institution to provide full support and full support is, in fact, not being provided.
11. In ANC, that although the payment is for a child who is in a public institution the child is not an inmate. (See Sec. C-444 of the Manual of Policies and Procedures - ANC)
12. In ANC, if the payment is for a child from 16 to 18 years of age, he is regularly attending school, disabled, or employed and contributing to the family.

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420, 3432)

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FISCAL

GOVERNMENTAL PARTICIPATION

F-520

F-520 (Continued)

F-520

B. RETROACTIVE AID

Retroactive aid means aid paid in a subsequent month for some preceding month or months.

1. Appeals

Federal participation is available beginning with the payment for the second month prior to the month in which the appeal was filed, excluding any month within this period which was prior to the month in which aid was improperly denied or withheld. The foregoing applies to payments made to carry out an appeal decision by the SSWB, or to adjust an appeal which has been filed but not yet heard or submitted to the SSWB for decision.

2. Erroneous Denial of an Application or Erroneous Discontinuance of Aid

There is federal participation in certain retroactive payments made by a county to correct its previous erroneous action. Such participation begins with the second month prior to the month in which the correcting action is taken, provided federal participation would have been available had the previous action been correct (i.e., there is no federal participation in payment for any month prior to that in which aid was improperly denied. Had the correct action been taken in the first place, the payment for such previous month would have been a retroactive initial payment in which no federal participation would have been available).

3. Aid Increased

Aid which was paid in accord with the authorized award is later found to be less than the amount to which the grantee was entitled, and the additional amount due is paid. There is federal participation in the retroactive payment provided it is authorized before the end of the second month after the month for which paid.

4. Earlier Beginning Date of Aid on an Application or Restoration

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization provided:

- a. the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made
- and
- b. the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

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F-520

GOVERNMENTAL PARTICIPATION

FISCAL

F-520 (Continued)

F-520

C. CORRECTION OF PAYMENTS NOT MADE IN ACCORDANCE WITH THE AUTHORIZED AWARD**1. Payment Made for Less than the Authorized Award**

The payment for a particular month was erroneously made for less than the authorized award or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation.

2. Payment Made for More than the Authorized Award

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment. (See Sec. F-760 for claiming procedure)

D. DELAYED PAYMENTS

Under each of the following circumstances, if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the month in which the payment was authorized.

1. Returned Warrants Due to Change of Address

Warrants returned to the auditor's office because of change of address shall be transmitted to the new address promptly but not later than the above specified time limit.

2. Payment of Suspended Aid

Warrants are released following suspension of payment while investigation is made. (See Sec. A-1324 of the Manual of Policies and Procedures-OAS, Sec. B-636 of the Manual of Policies and Procedures-AB, and Sec. C-536 of the Manual of Policies and Procedures-ANC) Initial warrants may not be suspended.

3. Change in Payee

Aid is continuous and delay occurs because of change in payee.

4. Transfer of Aid

The second county, in a transfer case, fails to begin aid on the due date and pays retroactive aid from that date.

(W&IC 1553, 1560, 2140, 2183.9, 2186, 3075, 3087; FSSA)

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-565

GOVERNMENTAL PARTICIPATION

FISCAL

F-565 RECIPROCAL TABLE FOR COMPUTING PARTIAL MONTHS PAYMENTS

F-565

PORTION OF MONTHLY RATE OR RECIPROCAL TABLE

DAYS	28-DAY MONTH	29-DAY MONTH	30-DAY MONTH	31-DAY MONTH	DAYS
1	.0357	.0345	.0333	.0323	1
2	.0714	.0690	.0667	.0645	2
3	.1071	.1034	.1	.0968	3
4	.1429	.1379	.1333	.1290	4
5	.1786	.1724	.1667	.1613	5
6	.2143	.2069	.2	.1935	6
7	.25	.2414	.2333	.2258	7
8	.2857	.2759	.2667	.2581	8
9	.3214	.3103	.3	.2903	9
10	.3571	.3443	.3333	.3226	10
11	.3929	.3793	.3667	.3548	11
12	.4286	.4138	.4	.3871	12
13	.4643	.4433	.4333	.4194	13
14	.5	.4823	.4667	.4516	14
15	.5357	.5172	.5	.4839	15
16	.5714	.5517	.5333	.5161	16
17	.6071	.5862	.5667	.5484	17
18	.6429	.6207	.6	.5806	18
19	.6786	.6552	.6333	.6129	19
20	.7143	.6897	.6667	.6452	20
21	.75	.7241	.7	.6774	21
22	.7857	.7586	.7333	.7097	22
23	.8214	.7931	.7667	.7419	23
24	.8571	.8276	.8	.7742	24
25	.8929	.8621	.8333	.8065	25
26	.9286	.8966	.8667	.8337	26
27	.9643	.9310	.9	.8710	27
28		.9655	.9333	.9032	28
29			.9667	.9355	29
				.9677	30

FRACTIONS OF DAYS

1/4	.0089	.0086	.0083	.0081	1/4
1/2	.0179	.0172	.0167	.0161	1/2
3/4	.0268	.0259	.0250	.0242	3/4

EXAMPLE: 17 days in March @ \$38.25 per month, using the Portion of the Monthly Rate Table would be calculated as follows:

The Monthly Rate X Reciprocal = Amount of Payment

The 17-day reciprocal for a 31-day month is .5484

$$\$38.25 \times .5484 = \$20.98$$

CALIFORNIA-SDSW-MANUAL-FISCAL

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

FISCAL

GOVERNMENTAL PARTICIPATION

F-565

F-565 (Continued)

F-565

RECIPROCAL TABLE

DAYS	18-DAY month	19-DAY month	20-DAY month	21-DAY month	22-DAY month	23-DAY month	24-DAY month	25-DAY month	DAYS
1 ---	.0556	.0526	.0500	.0476	.0455	.0435	.0417	.0400	1
2 ---	.1111	.1053	.1000	.0952	.0909	.0870	.0833	.0800	2
3 ---	.1667	.1579	.1500	.1429	.1364	.1304	.1250	.1200	3
4 ---	.2222	.2105	.2000	.1905	.1818	.1739	.1667	.1600	4
5 ---	.2778	.2632	.2500	.2381	.2273	.2174	.2083	.2000	5
6 ---	.3333	.3158	.3000	.2857	.2727	.2609	.2500	.2400	6
7 ---	.3889	.3684	.3500	.3333	.3182	.3043	.2917	.2800	7
8 ---	.4444	.4211	.4000	.3810	.3636	.3478	.3333	.3200	8
9 ---	.5000	.4737	.4500	.4286	.4091	.3913	.3750	.3600	9
10 ---	.5556	.5263	.5000	.4762	.4545	.4348	.4167	.4000	10
11 ---	.6111	.5789	.5500	.5238	.5000	.4783	.4583	.4400	11
12 ---	.6667	.6316	.6000	.5714	.5455	.5217	.5000	.4800	12
13 ---	.7222	.6842	.6500	.6190	.5909	.5652	.5417	.5200	13
14 ---	.7778	.7368	.7000	.6667	.6364	.6087	.5833	.5600	14
15 ---	.8333	.7895	.7500	.7143	.6818	.6522	.6250	.6000	15
16 ---	.8889	.8421	.8000	.7619	.7273	.6957	.6667	.6400	16
17 ---	.9444	.8947	.8500	.8095	.7727	.7391	.7083	.6800	17
18 ---		.9474	.9000	.8571	.8182	.7826	.7500	.7200	18
19 ---			.9500	.9048	.8636	.8261	.7917	.7600	19
20 ---				.9524	.9091	.8696	.8333	.8000	20
21 ---					.9545	.9130	.8750	.8400	21
22 ---						.9565	.9167	.8800	22
23 ---							.9583	.9200	23
24 ---								.9600	24
1/4 ---	.0139	.0132	.0125	.0119	.0114	.0109	.0104	.0100	1/4
1/2 ---	.0278	.0263	.0250	.0238	.0227	.0217	.0208	.0200	1/2
3/4 ---	.0417	.0395	.0375	.0357	.0341	.0326	.0312	.0300	3/4

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-710

AID CLAIMS

FISCAL

F-710 (Continued)

F-710

C. OAS, ANB, ANC VOUCHER CLAIM SUMMARY SHEET, FORMS AB, CA 802A

These forms, required in triplicate, summarize claims for individual items detailed on the OAS, ANB, or ANC voucher aid payrolls, contra rolls, and schedules of adjustment applying to the federal formula period October 1, 1948 through September 30, 1952. The totals are transferred to Line 4 of the certification form.

D. RECONCILIATION STATEMENT, FORM ABC 820 or 820 A

This form, required in triplicate, is prepared from batch voucher controls as provided in Sec. F-240 and is to be signed by the welfare director or county auditor depending upon which office maintains the reconciliation controls and prepares the statement. (See Sec. F-770, C)

E. AID PAYROLLS AND CONTRA ROLLS, FORMS AB, CA 801 AND CA 801-BHI

These forms are required in original only or legible first copy. Those retained in the county (see Sec. F-210) shall be exact duplicates. The information provided for on the SDSW prescribed payroll and contra roll forms is the minimum information required. Any special county forms shall contain all of the information required by the state forms and shall not be used by a county prior to specific written approval of the SDSW.

F. SCHEDULE OF REPAYMENTS, FORM ABC 803

This form, required in original only, is used for reporting voluntary repayments for all periods and repayments of aid applying to federal formula periods prior to October 1, 1948, (APSB prior to October 1, 1947, and ANC-BHI prior to October 1, 1939). The totals are transferred directly to the appropriate lines of the certification form.

G. REPORT OF REPAYMENT, FORM ABC 808

This form, required in original only, provides for computation of the distribution of individual repayments of aid according to governmental sharing formulas. Its detail supports the contra roll for repayments in the current formula period or the schedule of repayments for prior formula periods and voluntary repayments for all periods. All pertinent data for which provision is made on the form shall be provided for each individual repayment.

Counties should complete accurately and submit the report of repayment, Form ABC 808. If, after a showing of accuracy, the county desires to retain these forms in county files rather than submit them to SDSW, it may request SDSW for permission. If SDSW grants permission, a copy of the Form ABC 808 must be included with the other records which are filed together by month in a place convenient to state and federal auditors. Permission to retain Form ABC 808 will be granted only to counties who have a showing of continuing accuracy.

H. SCHEDULE OF ADJUSTMENTS, FORMS AB, CA 816

These forms, required in original only, are used by the county to effect the necessary corrections in the current claim or in claims for prior months. The form is also used by the SDSW in making state adjustments of county claims for prior months.

(W&IC 116, 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3487)

CALIFORNIA-SDSW-MANUAL-FISCAL

Revision 91

Revised April 23, 1954
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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

F-730 (Continued)

F-730

H. ANC MISMANAGEMENT CASES**1. Pay Rolls and Contra Rolls**

Amounts claimed for ANC payments in mismanagement cases shall be listed on pay rolls (and credits for such payments on contra pay rolls) separately from other ANC cases in the claim and labeled accordingly. Amounts for each case paid by warrant(s) shall be listed by warrant number and amount. Amounts allotted from the monthly authorization for payments in kind shall be indicated as such on the claim by the designation "in kind" in lieu of the warrant number. Thus, the full monthly assistance authorization for each mismanagement case will be claimed each month. Each separate warrant issued and the total amount allotted for payment in kind shall be shown and coded in the warrant amount column as to the type of mismanagement payment, i.e., "U" unrestricted payment, "C" controlled payment, and "K" payment in kind. "In kind" payments and controlled warrants shall be claimed as nonfederal or noncounty nonfederal, depending on whether there is county residence. Participation codes are indicated on the pay rolls and brought forward to the Claim Summary Sheet in the same manner as for the regular pay roll.

2. Adjustment of Unexpended Balances

Any unexpended balance not encumbered by outstanding vendor orders or not required for unmet needs of the children shall be reported as a credit to state and county funds in the same manner in which other repayments of aid are reported. An adjustment of the unexpended balance appearing on the financial record of payments in kind (See Sec. F-360, B, 2) shall be made at the time of the semiannual re-examination required in ANC Manual of Policies and Procedures - ANC Sec. C-516, D, whenever aid is discontinued, or whenever the case is placed on the unrestricted cash payment plan.

I. REPORTING OF RETURN OF ERRONEOUS REPAYMENTS

If an erroneous repayment has already been reported on a claim to the SDSW and such erroneous repayment is returned to the person, the county shall report the return on a current claim in the same manner as payments for prior months are reported or, if the county fiscal procedure requires it, as a credit item on the contra rolls for repayments.

(Section Continued on Next Page)

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 (Pursuant to Government Code Section 11380.1)

F-730

AID CLAIMS

FISCAL

F-730 (Continued)

F-730

If the erroneous repayment was not previously reported on a claim to the SDSW, the return of the erroneous repayment shall not be reported, but all pertinent facts regarding the return shall be incorporated into the case record.

J. HELD OR SUSPENDED AID WARRANTS

An aid warrant once drawn, even though held or suspended, shall be claimed in the same manner as other aid warrants delivered in the month in which drawn. If a held or suspended warrant is later canceled, the cancelation shall be reported on the claim for the month in which canceled and a copy of the document authorizing the cancelation shall be filed in the recipient's case file. Initial warrants may not be suspended.

(W&IC 116, 1510, 1511, 1512, 1552.2, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560, 2020, 2021, 2140, 2183, 2186, 2187, 2189, 2200, 2222.7, 3025, 3075, 3084, 3087.1, 3087.3, 3420, 3432, 3460, 3472, 3480, 3482; FSSA)

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CALIFORNIA-SDSW-MANUAL-FISCAL

Revision 88

Revised April 23, 1954
 Effective June 1, 1954

CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

F-750 (Continued)

F-750

C. REPORTING OF REPAYMENTS ON CLAIMS**1. Reporting on Contra Rolls**

Repayments for the current formula periods and the federal formula period 10/1/48 through 9/30/52 (excluding voluntary repayments) are listed from the individual Forms ABC 808 on Contra Rolls (Form AB, CA 801 and CA 801 BHI) in state number order, showing the same information required on the payroll for aid payments (see Item A, Sec. F-730), as well as the month(s) to which each repayment applies.

For OAS and ANB enter the persons count in the remarks column after each repayment which covers the full amount originally paid for the month or months involved.

OAS, ANB, and ANC voucher repayment contra rolls shall be grouped and totaled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948 through September 30, 1952.

The distribution on the contra rolls shall be taken from Line F of the individual Forms ABC 808, Columns 1, 2, 3, and 8 as applicable.

2. Reporting on Schedule of Repayments

- a. All repayments applicable to the following formula periods, excluding voluntary repayments, are listed from the individual Forms ABC 808, Line F, by formula period on Form ABC 803, Schedule of Repayments. From that form the totals are carried forward to the appropriate lines and columns of the claim certification, Form Ag, El, CA 800.

OAS, ANB, ANC voucher	10/1/46 through 9/30/48
OAS, ANB, ANC voucher	Prior to 10/1/46
APSB.	Prior to 10/1/47
ANC-BHI	Prior to 10/1/39

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(Section Continued on Next Page)

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

F-750	AID CLAIMS	FISCAL
F-750 (Continued)		F-750

- b. Voluntary repayments for all formula periods are carried forward to Form ABC 803, Schedule of Repayments, from Line F of the individual Forms ABC 808. From Form ABC 803, the totals are transferred to the claim certification, Form Ag, Bl, CA 800, Line 7, Columns C, G, H, and J as special items to be deducted from the totals in those columns. No provision is made on Form Ag, Bl, CA 800 for voluntary repayments since there are very few repayments which fall within this category.
- c. Installment repayments begun prior to October 1946. Installment repayments are still being made which were begun prior to October 1946. At that time such payments were computed on a percentage basis in the same manner as prescribed in this section for voluntary repayments. Any installment repayments received for such cases shall continue to be computed on a percentage basis until the overpayment has been repaid in full. Such items will be transferred from individual Forms ABC 808 to a Form ABC 803, Schedule of Repayments, and treated as a special item on the claim certification in the same manner as prescribed above for voluntary repayments.

(NAIC 116, 1504, 1506, 1560, 2007, 2024, 2140, 2222, 2223, 2223.5, 2224, 3007, 3075, 3088, 3406, 3460, 3474; FSSA; AGO 48/44)

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**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

FISCAL

AID CLAIMS

F-790

F-790 PACKAGING AND TRANSMITTAL OF AID CLAIMS

F-790

All claims filed with the state for aid payments shall be forwarded by the counties so as to be received by central office of the SDSW not later than the 10th of the month immediately following the month of claim. The ability of the state to prepare quarterly statements of expenditure for the federal government within the required deadline, which is necessary to assure timely monthly advances of federal moneys to the counties, depends upon prompt transmittal of county claims.

All claims shall be addressed to SDSW, 616 K Street, Sacramento 14, Attention: Bureau of County Claims. Statistical reports and material for other bureaus or divisions of the central office shall not be packaged with claims. Insofar as is possible, each claim shall be transmitted completely at one time in one package. Parts of claims may be submitted separately if:

1. Because of bulk, payrolls for aid claims are sent by express rather than by mail. If payrolls are sent by express, the Certification, Form Ag, Bl, CA, 800, Claim Summary Sheets, Forms AB, CA 802, and AB, CA 802 A, and Reconciliation Statement, Form ABC 820, shall be transmitted by first class mail. A statement shall be included with the mailed documents identifying the material shipped by express and the shipping date.
2. It is not possible to obtain signatures promptly on the certification forms. In this event, an unsigned completed certification (one copy) shall accompany the claim with a note or letter explaining that the signed copies (in triplicate) are to be mailed later (specify date).
3. It is not possible to reconcile the claim in time to enable transmittal by the 10th of the month. The reconciliation statement may be forwarded later rather than holding up the entire claim. In that event, a note or letter shall be mailed with the claim documents to indicate that the reconciliation statement will be forwarded separately (specify date).

One complete set of each separate claim (OAS, ANB, APSB, ANC, ANC-BHI) prior to transmittal to the SDSW shall be segregated and, depending upon bulk, shall be fastened together in the following order:

1. Certification, Forms Ag, Bl, CA 800
2. Claim Summary Sheets, Forms AB, CA 802, and AB, CA 802 A

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-FISCAL

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

F-790	AID CLAIMS	FISCAL
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F-790 (Continued)		F-790
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3. Reconciliation Statement, Form ABC 820 or 820 A
4. Report of Repayment, Form ABC 808
5. Main Payroll
6. Supplemental payrolls for the current month
7. Supplemental payrolls for prior months
8. Contra rolls for current cancelations
9. Contra rolls for prior cancelations
10. Contra rolls for repayment of aid
11. Schedule of Repayments, Form ABC 803
12. Schedule of Adjustments, Forms AB, CA 816

The second and third sets of the summary documents, Forms Ag, El, CA 800; AB, CA 802, and AB, CA 802A; ABC 820, shall each be fastened together and transmitted with the complete claim.

{W&IC 116, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482}

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
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(Pursuant to Government Code Section 11380.1)

F-877 EXPENDITURES FOR SURVEYS OR AUDITS BY PRIVATE OR STATE AGENCIES

F-877

In some instances, claims may be made for the cost of surveys or audits made by private or state agencies. Such surveys ordinarily consist of position classification surveys, although organization or procedure surveys or special audits may be included.

Counties contemplating such surveys or audits shall forward two copies of the following information to the SDSW:

1. Name of the county agency or department initiating the survey or audit
2. Name of the private or state agency to be employed to conduct survey or audit
3. Reasons necessitating the survey or audit, and a description of its scope
4. Reason for the employment of a private or state agency
5. Extent to which the survey or audit will cover other county agencies
6. Period over which the survey or audit is to be conducted
7. Estimated cost, and the method of segregating those costs for which reimbursement will be claimed
8. Availability and use of audit findings
9. Distribution of audit report.

Written approval shall be obtained from the SDSW prior to initiation of the survey or audit. All such requests are subject to SDSW review, and claim will be allowed only in unusual circumstances and after special justification.

(W&IC 116, 1622, 1560, 2140, 2302, 3075; CC 225q; FSSA)

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

Statistical

PUBLIC ASSISTANCE

S-170

S-170 MONTHLY STATISTICAL REPORT ON REASONS FOR DISCONTINUANCE,
OAS, ANC

S-170

The Monthly Statistical Reports on Reasons for Discontinuance, Forms AG 253 and CA 253 FG, are designed to report the reasons cases are closed in OAS and ANC-FG programs.

This information will provide the SDSW and county welfare directors with essential data for interpreting caseload changes and trends and for gauging the effects of administrative policies.

The reports will be compiled from individual authorization documents. Each discontinuance authorization will contain the appropriate code number indicating the reason the case was discontinued.

Manual of Policies and Procedures - Old Age Security, Sec. A-1321 and Manual of Policies and Procedures - Aid to Needy Children, Sec. C-569, respectively, provide instructions on coding reasons for discontinuance on authorization documents.

The total number of discontinuances reported on Form AG 253 and Form CA 253 FG each month must agree with the number reported in Item 14 of Form AG 237 and Item 14, Column 1, of Form CA 237 FG, respectively. A discontinuance is to be counted if action to discontinue aid was taken during the current month, whether or not aid was paid for the current month, and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

(Section Continued on Next Page)

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CALIFORNIA-SDSW-MANUAL-STAT

REVISION 2

Revised April 23, 1954
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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-170

PUBLIC ASSISTANCE

Statistical

S-170 (Continued)

S-170

A discontinuance because of transfer to another county is to be counted for the month in which the official action to discontinue aid was taken.

The entry for Code "99", Transfers to Boarding Home and Institutions program, on Form CA 253 FG may be copied from Item 14b, Column 1, Form CA 237 FG, for the current month.

All Boarding Home and Institution discontinuances (including transfers to the Family Group program, Code "79") and partial discontinuances of family cases (i.e., some members discontinued while others continue to receive assistance) are to be excluded from the counts of ANC discontinuances on Form CA 253 FG.

Codes 40-42 have been provided for reporting specific changes in law or policy. Instructions for the use of these codes will be issued by the SDSW when such change in law or policy occur.

(W&IC 115, 116)

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CALIFORNIA-SDSW-MANUAL-STAT

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

W&IC 115, 116

Charles I. Schottland
Director

Goodwin J. Knight
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

April 29, 1954

DEPARTMENT BULLETIN NO. 501 (STAT)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Study of Time Required to
Process Public Assistance
Applications. (3 Aids)

As previously announced the State Department of Social Welfare is undertaking a special study of the time required to process public assistance applications. The study is a follow-up on the earlier study (December 1952) in order to appraise the progress which has been made in the prompt processing of applications. This study includes applications approved as well as those disposed of by denial and withdrawal, but excludes intercounty transfers. (Note special instructions for identifying Old Age Security applicants who applied prior to 65th birthday.)

The study plan is described below:

- A. For Old Age Security and Aid to Needy Children applications disposed of in June 1954, data will be submitted as follows:
1. Counties having 300 or more dispositions in June 1954 will submit data on dispositions with state numbers ending in 2 and 8.
 2. Counties having 50 or more but less than 300 dispositions in June 1954 will submit data on the dispositions with state numbers ending in 0, 2, 4, 6, and 8.
 3. All other counties will submit data on all applications disposed of in June 1954.
- B. For Aid to the Blind (including APSB), data will be submitted as follows:
1. Counties with dispositions totalling 100 or more in June 1954, will submit data on all dispositions for this one month.
 2. Counties with fewer than 100 dispositions in June 1954, will submit data on all dispositions made in April, May, and June 1954.

The data sheets, Form Temp 357 Revised, provide for the entry of pertinent dates on the specified cases. Use separate sheets for each kind of disposition (i.e., approvals, denials, and withdrawals) and for each program.

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

A supply of Form Temp 357 Revised and instructions are being forwarded to each county. Please address requests for additional forms or questions to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, California.

Completed Forms Temp 357 Revised showing required data on applications disposed of as specified above shall be submitted to the State Department of Social Welfare, 616 K Street, Sacramento 14, California, on or before July 20, 1954.

Very truly yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

State of California
Department of Social Welfare
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Page _____ of _____ Pages

APPLICATION DISPOSITION TIME STUDY

PROGRAM (Check One)

☐ OAS ☐ GRANTED

☐ AB ☐ DENIED

☐ ANC ☐ WITHDRAWN

1) Case Name.	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year
2) State Number.	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year
3) Date Application Signed	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year
4) Date Eligibility Investigation Completed	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year
5) Date of Action (Approval, Denial, Withdrawal).	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year
6) Date of Mailing Check.	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Year
FOR STATE USE ONLY															
3-4															
3-5															
3-6															
4-5															
4-6															
5-6															

COUNTY _____
DATE _____
COMPLETED BY _____

SEE INSTRUCTIONS ON REVERSE OF FORM

DO NOT WRITE IN THIS SPACE

INSTRUCTIONS

Use separate form(s) for each program and for each kind of disposition within a program. Designate the program and the kind of disposition by checking the appropriate responses appearing in the upper left hand corner.

Use numerical abbreviations in entering dates on the form. For example, June 1, 1954 use the abbreviation 6-1-54.

Item 1. Case Name - Enter the last name and first initial of the case.

2. State Number - Enter the state number.

3. Date of Application - Enter the date on which the application was signed by the recipient. Special Note: If OAS applicant applied before 65th birthday, write "not 65" immediately below his "Date Application Signed" entry.

4. Date Eligibility Investigation Completed - For approvals and denials, enter the date on which the authorization document was signed by the case worker or by the case supervisor, if the latter is required by the county. For withdrawals, enter "N.A." for Not Applicable.

5. Date of Action - For approvals and denials, enter the date on which action was taken by the board of supervisors or by its delegated agent. For withdrawals enter the date on which the withdrawal was signed by the applicant.

6. Date of Mailing Check - Enter date on which the first check was mailed to recipient. (On cases disposed of by denial or withdrawal, enter "N.A." for Not Applicable.)

CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2118-00 (Continued)

2118-00

G. Recommendation1. Approval

- a. If the child is found to be a proper subject for adoption and the home suitable, the recommendation should be made without reservation.

Example:

"In view of the foregoing facts, the _____
name of agency
finds that the minor is a proper subject for adoption and that the home of the petitioner is suitable. It therefore accepts the consent of the natural mother (or parents), consents to the adoption (if consent necessary), and recommends that the petition of _____
for the adoption of _____ be granted."

- b. If the minor's background is questionable or undesirable, as outlined under Sec. 2680-00, but the petitioners are desirous of consummating the adoption, and it has been determined that his welfare will be served by the adoption, no statement should be made as to the adoptability of the child.

Example:

"In view of the foregoing facts, the _____ finds
name of agency
that the welfare of the minor will be promoted by the adoption and that the home of the petitioners is suitable. It therefore accepts the consent of the natural mother (or parents), consents to the adoption (if consent necessary), and recommends that the petition of _____
and _____ for the adoption of _____ be granted."

- c. If there is question as to the suitability of the petitioners' home but removal of the child is not desirable and the adoption is being approved, the statement as to the suitability of the home should be omitted but the statement should be made that "the minor's welfare will be promoted by the adoption."

Example:

"In view of the foregoing facts, the _____
name of agency
finds that the minor is a proper subject for adoption and that his welfare will be promoted by the adoption. It therefore recommends that the petition of _____
and _____ for the adoption of _____ be granted."

2. Conditional Approval

- a. If there is to be action under Sec. 224 in lieu of the father's consent.

Example:

"In view of the foregoing facts, the _____
name of agency
finds that the home of the petitioners is suitable, but that the minor is not legally free for adoption. It therefore recommends that the adoption be granted, provided necessity for the father's consent is eliminated under the provisions of Sec. 224 of the Civil Code."

(Section Continued on Next Page)

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2118-00 (Continued)

2118-00

- b. If action has been initiated, but not completed, to have the child declared free from custody and control of the parent or parents.

Example:

"In view of the foregoing facts, the _____
name of agency
finds that the home of the petitioners is suitable,
but that the minor is not legally free for adoption.
It therefore gives its consent and recommends that
the petition of _____ and _____ for the adoption
of _____ be granted, provided the minor is declared
free from the custody and control of his natural
mother and/or father, or presumptive father, under
Sec. 701 of the Welfare and Institutions Code."

- c. If necessity for consent of the presumptive father or legal father is to be eliminated by court action.

Example:

"In view of the foregoing facts, the _____
name of agency
finds that the home of the petitioners is suitable,
but that the minor is not legally free for adoption.
It therefore consents to the adoption (if consent
necessary) and recommends that the petition of _____
and _____ for the adoption of _____ be granted,
provided the court determines that the mother is
entitled to sole custody of the child."

or

"In view of the foregoing facts, the _____
name of agency
finds that the home of the petitioners is suitable,
but that the minor is not legally free for adoption.
It therefore consents to the adoption (if consent
necessary) and recommends that the petition of _____
and _____ for the adoption of _____ be granted,
provided the presumption of legitimacy is overcome
by proper court action."

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2118-00 (Continued)

finds that the home of the petitioners is suitable but that the child is not a proper subject for adoption. It therefore recommends that the petition of _____ and _____ for the adoption of _____ be denied."

or

"In view of the foregoing facts, the _____
name of agency
finds that the home of the petitioners is suitable, but that it has been unable to determine that the child is a proper subject for adoption. It therefore recommends that the petition of _____ and _____ for the adoption of _____ be denied."

- (2) If the investigation has been completed and the adoption appears to be socially desirable but there is some obstacle which cannot be cleared at the time, denial may be made without prejudice.

Example:

"In view of the foregoing facts, the _____
name of agency
finds that the home of the petitioners is suitable but that the minor is not legally free for adoption. It therefore recommends that the petition of _____ and _____ for the adoption of _____ be denied without prejudice to the petitioners."

b. Recommendation of Plan for the Child

This may be a recommendation that the child be returned to his parents, or that he be allowed to remain in the home of the petitioners, or that he be committed to the agency making the report and recommendation.

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CONTINUATION SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2040-00 INDEPENDENT ADOPTIONS

2040-00

A. Legal Basis

Section 226 of the Civil Code sets forth the basic statutory framework under which the SDSW and public adoption agencies are given responsibility for the investigation of "independent" adoptions.

B. Specific Responsibilities of State Department of Social Welfare and Public Adoption Agency

1. To ascertain whether the child is a proper subject for adoption.
2. To ascertain whether the proposed home is suitable for the child.
3. To submit to the court a full report of the facts disclosed by its inquiry, with a recommendation regarding the granting of the petition. (Sec. 226, Paragraph 4, Civil Code)
4. To submit to the attorney for the petitioner in the proceedings, if the petitioner has an attorney, or to the petitioner, a copy of any report or findings submitted to the court. (Sec. 226, Paragraph 6, Civil Code)
5. To witness the signature to the consent to adoption by the natural parent or parents residing in California on a form prescribed by the SDSW. (Sec. 226, Paragraph 1, Civil Code)
6. To give its consent in cases in which the consent of the natural parent or parents is not necessary or has been signed outside the state before a notary public, if it finds that the child's welfare will be promoted by the adoption.
7. To recommend a suitable plan for the child and to appear before the court to represent the child:
 - a. If the parents have not withdrawn consent but the petitioners do not wish to proceed with the adoption and wish to have the adoption petition dismissed.
 - b. If the SDSW or county agency recommends that the petition be denied.
8. To submit a full report to the court and to appear before the court to represent the child at the hearing if the natural parent petitions the court for permission to withdraw consent.

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2040-00 (Continued)

2040-00

9. To accept commitment of the child if the court sustains its recommendation that the child be removed from the home of the petitioners and does not return him to his parents.

C. Time Limit for Investigation

The investigating agency is allowed 180 days from the date of the filing of the petition within which to make its investigation and report to the court. The court may grant additional time for the filing of the report. (Sec. 226, Paragraph 5, Civil Code)

D. Service Which May Be Rendered Prior to Filing of Petition

Prior to receipt by the SDSW of notification of pendency of an adoption petition in a county, the SDSW and the public adoption agency have no legal obligation to render any service on an adoption matter. In actual practice, however, they can give considerable service to natural parents, prospective adoptive parents, attorneys, physicians and other interested persons. Contacts with such persons are generally limited to office interviews or correspondence. An opportunity is given in these instances to interpret the adoption program and the principles of child care and placement. A pamphlet summarizing the principle provisions of the Adoption Law is available for distribution. A form for guidance in preparing petitions for adoption may be given to petitioners or their attorney upon request.

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

COURT PROCEEDINGS

2147-00

2147-00 (Continued)

2147-00

C. Setting the Case for Hearing

It is the responsibility of the petitioners' attorney to set the case for hearing, but if the recommendation is denial, the attorney may neglect or refuse to set it. If so, it shall be the responsibility of the SDSW or county agency to set it if a hearing is necessary.

If notice of hearing is not received within thirty days after the filing of the report, and a hearing is necessary, the SDSW or county adoption agency should arrange for the hearing. The agent should consult with the legal counsel for the agency to determine whether the agent or legal counsel will discuss the matter with attorney for the petitioners and, if necessary, will contact the county clerk requesting that the case be set for hearing, and that notice of hearing be given to all parties.

If the recommendation is that the child be removed from the home of the petitioners and the home situation is bad, every effort should be made to have the hearing at once.

If denial is recommended because the child is not legally free for adoption but legal action is to be taken, (such as action to declare the child free from custody and control of his parents) and the SDSW or county adoption agency has recommended as a suitable plan that the child remain in the home of the petitioners, it will not be necessary to set the case for a hearing. Instead the agency should notify the attorney and the petitioners that it will file a supplemental report recommending the adoption whenever the legal obstacle has been cleared and it is so notified.

If denial is recommended because more time is needed to observe the development of the child or to determine the suitability of the home, decision should be made on the basis of the particular situation as to whether or not a hearing is necessary at the time in order to carry out the plan recommended for the child.

In any situation in which the plan is for the child to remain in the home, unless the petitioners have guardianship of the child or are relatives excluded from boarding home licensing requirements, the petitioners shall be referred to the proper accredited agency for boarding home licensing and the accredited agency shall be notified.

D. Court Appearance

A representative from the SDSW or county adoption agency and/or legal counsel for the agency shall appear to represent the child at all hearings on adoption petitions where the court report has recommended that petition be denied and at all hearings on dismissals if it is necessary in order to protect the interests of the child.

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CONTINUATION SHEET
**FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

2148-00

COURT PROCEEDINGS

2148-00 COURT REPORT FOLLOWING DISMISSAL OR PETITIONER'S PLAN
 TO DISMISS

2148-00

1. Section 226b provides that whenever in any adoption proceeding the petitioners desire to withdraw the petition for the adoption or to dismiss the proceeding, the county clerk shall notify the SDSW of the action and the SDSW or county adoption agency shall file a full report with the court recommending a suitable plan for the child. Notwithstanding dismissal of the petition, the court may retain jurisdiction over the child for the purpose of making such order for the custody of the child as it deems best.

In actual practice, the notification from the county clerk comes after the petition is dismissed. Information that the petitioners intend to dismiss the petition usually comes from the attorney. A final report to the court shall be filed in either instance, but the recommendation will differ according to the circumstances.

- a. If the child remains in the home, it will be necessary to recommend a suitable plan for him, which will probably include referral to the proper agency for a foster home license because of the presence of an unrelated child in the home. There may be a referral also to some other agency for service.
- (1) If the petition has actually been dismissed, the only recommendation necessary will be that of a suitable plan.
- (2) If the petition has not been dismissed, there shall be the additional recommendation that the petition be denied.
- b. If the child has been placed in another home, the procedure in "a" should be followed.

(Section Continued on Next Page)

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COURT PROCEEDINGS

2148-00

2148-00 (Continued)

2148-00

- c. If the child has been reclaimed by the parent, the fact that the parent who is entitled to the custody of the child has reclaimed him should be regarded as a suitable plan. This would cover those situations in which no investigation or study has been made, but it has been determined that the child has been removed from the home. The report should indicate the extent of the study or the lack of any study.
- (1) If the petition has been dismissed, a report should be filed giving the facts which are known. It will not be necessary to recommend denial.
- (2) If the petition has not been dismissed, there shall be the additional recommendation that the petition be denied.
- d. If the petition has been dismissed or is to be dismissed, the parents have not reclaimed the child and the petitioners have, in effect, abandoned him or if their home is found unsuitable, the recommendation shall be that the child be committed to the agency and if necessary that the petitioners be ordered to deliver him to the agency.
2. If a parent's petition to withdraw consent has been granted and the adoption petition dismissed, as provided for in Section 226a, the report on the petition to withdraw will be considered as the report on the adoption petition. If the court does not dismiss the petition, a brief report should be filed giving the outcome of the petition to withdraw and recommending that the adoption be denied.

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FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

2175-00 COSTS IN ADOPTION

2175-00

A. Court Costs

There are no filing fees nor court costs in an adoption action. There may be costs to the petitioners if other court action related to the adoption is necessary as follows:

1. If the child is declared free from custody and control of his natural parents, there may be fees involved for service of citation and cost of publication in the newspaper of citation.
2. If the consent of the father is eliminated under Sec. 224, Civil Code, there may be costs for personally serving him with the copy of the citation of the hearing, or for serving him by publication.
3. If depositions are necessary under Secs. 227 and 227a, Civil Code, there may be fees for taking them.

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2175-00

COURT PROCEEDINGS

2175-00 (Continued)

2175-00

B. Attorney's Fees

Petitioners are responsible for any attorney's fees incurred by them.

C. Agency Fees - Public Agencies

There are no fees for the services of the SDSW or county adoption agency in investigating an independent adoption, and no fees for the services of the county adoption agency to natural parents.

The county adoption agency after filing its report recommending the adoption may require the adopting parents to pay to it, as agent of the state, a fee of \$300. (Sec. 225p, Civil Code) However, the agency may defer, waive, or reduce the fee when its payment would cause economic hardship to the adoptive parents detrimental to the welfare of the adopted child.

Since the objective of this provision of the law is to provide revenue to the state for financing the adoption agency program, the agency has the obligation to collect the maximum fee from every couple receiving a child for adoption unless the circumstances provided for in the law exist. In determining whether or not the payment of a fee would cause economic hardship to the adopting parents detrimental to the welfare of the adopted child, the agency should consider not only the family income but also the size of the family, its obligations, and its financial resources other than income.

If the fee is waived or reduced, the agency shall include in the case record a statement of the basis for its decision.

D. Agency Fees - Private Agencies

A private agency may charge a fee for service, based upon an actual sharing of costs of service, and clearly defined as such at the time of the application by the prospective adoptive parents.

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(Pursuant to Government Code Section 11380.1)

2335-00

INVESTIGATION - INDEPENDENT ADOPTIONS

2335-00 EXTENT OF STUDY

2335-00

An adequate investigation will include not only the gathering of facts in regard to the adoption, but an analysis and evaluation of the facts obtained. The value of the recommendation will depend upon the validity of the findings. Methods for obtaining and verifying information will vary with the individual case.

- A. If the recommendation is to be approval, the investigation shall be complete in every respect.
- B. If the recommendation is to be denial, the investigation shall be completed unless the parents have not consented or have withdrawn their signed consent and the child has been removed from the home of the petitioners. The fact that the child is no longer in the home shall be verified before filing an incomplete report recommending denial. On all other denials the agent will be responsible for making and recommending to the court a suitable plan for the child. (See Secs. 2147-00 and 2380-00)
- C. If the petition is dismissed, the SDSW or county adoption agency shall make whatever investigation is necessary to find out what disposition has been made of the child and to determine whether or not the plan is a suitable one, and shall make a report to the court recommending a suitable plan for the child. If it recommends that the child be removed from the petitioners home, it shall also recommend either that he be returned to his parents or committed to the agency. (See Secs. 2147-00, 2380-00, and 2382-00)

Since the court retains jurisdiction over the child, notwithstanding the dismissal of the adoption petition and may make such order or orders for its custody as it deems to be in the best interest of the child, it will be the responsibility of the agency to bring the case to the attention of the court, if necessary, and to ask for a hearing in order that it may appear to represent the child.

If the child remains in the home without adoption or without guardianship, the agency is responsible for referring the home to the proper accredited agency for boarding home license.

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(Pursuant to Government Code Section 11380.1)

INVESTIGATION - INDEPENDENT ADOPTIONS

2340-00

2340-00 FINDINGS AND RECOMMENDATIONS FOLLOWING THE STUDY

2340-00

A. Approval

The recommendation shall be approval if the findings of the agency disclose::

1. That adoption is for the child's best interest and future welfare; or
2. That adoption will provide legal protection not otherwise available for the child, and for this reason should be recommended, although unfavorable recommendation might otherwise be made on basis of the facts disclosed; or
3. That favorable factors involved (taking into consideration the length of time the child has been in the home, and the probable damage to the child by removal from the home) outweigh other unfavorable factors in the situation and merit recommendation of petition.

B. Denial

The recommendation shall be denial if the findings of the agency disclose:

1. That the child is not adoptable at the time or that its adoptability cannot be determined.
2. That adoption is not for the best interest of the child.

C. Recommendation of Suitable Plan

The agency shall make a further recommendation of a suitable plan for the child:

1. If it recommends that the petition be denied.
2. If the petitioners have dismissed their petition or plan to dismiss it.

D. Recommendation that the Child be Committed to the Agency

If under either of the circumstances described in "C" above the agency recommends that the child be removed from the home of the petitioners, it shall further recommend either (1) that the child be returned to his natural parents, or (2) that he be committed to the agency for adoption placement or other planning.

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(Pursuant to Government Code Section 11380.1)

2380-00 RESPONSIBILITY FOR PLANNING FOR CHILD PRIOR TO FILING
COURT REPORT

2380-00

In addition to its responsibility for investigating and reporting to the court with a recommendation as to the granting of the adoption, the SDSW or county adoption agency is responsible for making a suitable plan for the child in those situations in which, for some reason, a change in the adoption plan is proposed, has been made, or, in its opinion, should be made. The general objective of the agency in the total process, and its focus in planning for the child, should be the welfare of the child.

The need for the agency to make and recommend a plan for the child may arise out of either of the following circumstances:

1. The agency, as a result of its investigation of the adoption petition may find that the adoption should be denied.
2. The petitioners who have accepted the child may decide not to proceed with the adoption and may dismiss or move to dismiss the petition even though the parents may have signed consent.

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2380-00

INVESTIGATIONS - INDEPENDENT ADOPTIONS

2380-00 (Continued)

2380-00

There can be no set pattern for the plan, as the reason for the denial or dismissal, the particular family situation, the whereabouts of the child, the age of the child, his special needs, the community resources, and other factors, will have to be taken into consideration.

It should be kept in mind that the parents in an independent adoption proceeding retain legal responsibility for and some rights to the child until the issuance of the court order granting the adoption. The parents, therefore, shall be considered and, if possible, included in making any plans for the child. Although they may be unwilling or unable to provide care for the child, they may be able to plan for him with the agency, or to bring into the planning other members of the family.

The plans may be as follows:

1. If the parents are available and wish to regain custody of the child, ordinarily the recommended plan should be that the child be returned to them.
2. If the parents are not available or do not wish to regain custody of the child, the plan may vary as follows:
 - a. If the home appears to be a suitable one and the petitioners wish to keep the child, the plan may be that he be allowed to remain in the home. The plan may include the recommendation that the petitioners apply for guardianship of the child. If not, and if the child is not in the home of relatives, there shall be the recommendation that the petitioners apply for a boarding home license.
 - b. If the home of the petitioners is not suitable, or they have dismissed their petition or moved to have it dismissed, the agency must be prepared to accept commitment of the child and to assume responsibility for his care. This will involve either arranging adoption placement or making another plan for him. It is important that plans be made and set in motion as promptly as possible. If it is determined that a home is unsuitable for the child, the court report recommending denial should be filed at once and the agency should ask for an immediate hearing.

If the SDSW is making the report and recommendation that the child be committed to it and it wishes the county welfare department to act as its agent in providing care for the child, it should discuss with the county welfare department prior to the court hearing the service that it may be asked to give in order that the county welfare department may have a home ready for the child if it is needed.

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INVESTIGATION - INDEPENDENT ADOPTIONS

2382-00

2382-00 PROCEDURE FOLLOWING COMMITMENT OF CHILD TO SDSW OR COUNTY
ADOPTION AGENCY

2382-00

If the court sustains the recommendation that the child be removed from the home of the petitioners and does not return him to his parents but commits him to the SDSW or county adoption agency, the procedure will be as follows:

1. If a county adoption agency has made the report and recommendation, it will assume responsibility for the child in the same manner that it would accept for study and care any other child referred to it who has not been legally freed for adoption. This could mean transfer to the adoption placement unit, the child welfare unit, or other unit, depending on the plan which seems best for the child at that time. (See Fiscal Manual for procedures regarding reimbursement for costs of care of the child)
2. If the SDSW has made the report and recommendation and if it wishes the county welfare department of the county in which the petition is pending to act as its agent and provide care, it will notify the county welfare department in order that it may place the child in foster home care until a permanent plan can be worked out. If the permanent plan is adoption, the SDSW will refer the child to an adoption agency for placement.

Whatever the circumstances, the SDSW or the county adoption agency will retain jurisdiction over the child until it has discharged its responsibility and made a permanent plan for him.

The permanent plan may be: (a) Adoption. Since commitment to the agency does not terminate the rights of the parents unless they have been deprived of custody and control of the child by Juvenile Court action, the parents' relinquishment of the child to an adoption agency or their consent if an independent petition is filed will be necessary in order to free the child for adoption; (b) Foster home care, placement with relatives, return of the child to his parents, or other plan.

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FACE SHEET
FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

JUN 30 1954

Division of Administrative Procedure

ENDORSED
APPROVED FOR FILING
(GOV. CODE 11380.2)

JUN 30 1954

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: June 30, 1954

By: *C. I. Schottland*

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

JUL 1 - 1954

At 11:15 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By: *John J. [Signature]*
Assistant Secretary of State

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June 30, 1954

DEPARTMENT BULLETIN NO. 502 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Use of Aid to Needy Children
Cost Schedules effective
October 1, 1954

In accordance with Aid to Needy Children Manual Section C-503, C, Cost Schedules reflecting the latest prices for items in the Aid to Needy Children budget are issued twice each year by the department immediately prior to January 1, and July 1.

This year the spring prices for food and clothing show slight drops in four pricing areas and slight increases in two pricing areas. The extent of the changes was estimated by applying the prices to the food and clothing budget for a hypothetical family consisting of a mother, a girl age 8 and a boy age 13. The decreases measured in this way ranged from 30 cents to \$1.20 monthly and the increases amounted to 50 cents and \$1.10, respectively.

In view of these small differences, the State Social Welfare Board hereby waives the requirement that the new Cost Schedule allowances be applied to all cases at once. Counties are required to use the new Cost Schedule, effective October 1, 1954, only in the following situations:

1. When aid is initiated or restored.
2. When there is a change in the family's need or income (however, a recomputation need not be made solely because of a change in age).
3. When a redetermination of eligibility is made.

The provisions of this bulletin shall remain in effect until March 31, 1955.

Very truly yours,

C. I. Schottland
Charles I. Schottland
Director

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

June 30, 1954

DEPARTMENT BULLETIN NO. 503 (Stat.)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Submission of Form CA-241 on
Aid to Needy Children
Permanent Sample Cases not
Required for October 1954
Budgets.

Section C-715 requires submission by May 1st and November 1st each year of Form CA-241's (Budget Worksheet) on Aid to Needy Children Permanent Sample cases (State number endings 05, 25, 45) for the budgets which are in effect in October and in April.

Because of the minor changes reflected in the Cost Schedules to be effective October 1, 1954, counties will not be required to submit Form CA-241's on Aid to Needy Children Permanent Sample cases for the October 1954 budgets (due by November 1).

The provisions of this bulletin shall remain in effect until March 31, 1955.

Very truly yours,

C. I. Schottland

Charles I. Schottland
Director

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CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

AGENCY ADOPTIONS - RELINQUISHMENT PROGRAM

2480-00

2480-00 MATERIAL TO BE SUBMITTED TO STATE DEPARTMENT OF
 SOCIAL WELFARE

2480-00

A. Case Material Regarding the Relinquishment Program

1. The Child

Adoption agencies may use assumed names or the given name and the initial of the surname for children under their care. In submitting the documents listed below, adoption agencies shall use the correct name of the child and natural parents. Any aliases by which the parents are known shall also be shown.

To be submitted by all agencies:

- a. Notice of acceptance of child by the agency, whether for study or for care. (Form AD 550)
- b. A certified copy of the relinquishment or notice of procedure in lieu of relinquishment (Form AD 551-A) accompanied by a face sheet giving identifying information on the child and his family.
- c. Notification of placement for adoption or replacement which shall show the name of the child placed, date of placement, and the names of the couple with whom the child is placed. (Form AD 558)
- d. If the adoption of a child placed by the agency has been, or is being, completed outside the state, notice of the fact.

To be submitted by county adoption agencies only (for purposes of reimbursement):

- a. A notice of taking relinquishment (Form AD 551) or notice of action in lieu of relinquishment (Form AD 551-A) if the relinquishment is rescinded before it is filed with the SDSW.
- b. A notice of termination of care other than by placement for adoption, of children for whom the agency has accepted a relinquishment or action in lieu of relinquishment. (Form AD 559)
- c. If placement of a child in the home is not satisfactory and it becomes necessary to remove the child, a notice of removal of the child, Form AD 580.

2. Applicants

Notice of application. (Form AD 552-A)

(Section Continued on Next Page)

CONTINUATION SHEET
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2480-00 (Continued)

2480-00

B. Statistical Reports

The agency shall furnish such statistical information and reports as the SDSW requires.

C. Action by SDSW on Material Submitted

1. Notify the agency of cross reference material.
2. Acknowledge receipt of relinquishment and/or action in lieu of relinquishment and issue waiver (Form AD 35). State case number will be shown on this document.
3. Notify public agencies of state case number on Form AD 579, Notice of State Case Number, if Form AD 551, Notification of Signing Relinquishment or Form AD 551-A, Notification of Procedure in Lieu of Signing Relinquishment, and Form AD 559, Termination of Care, are submitted to the department.

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(W41C 1511-5)

CONTINUATION SHEET
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RESOLUTION OF THE
STATE SOCIAL WELFARE BOARD

WHEREAS the State Social Welfare Board has directed the staff of the department to re-examine the water allowance for Aid to Needy Children families to determine whether there should be a standard allowance in terms of quantity; and

WHEREAS the study of the department staff reveals that a minimum standard of 800 cubic feet of water per month will meet the general household needs of Aid to Needy Children families: Therefore be it

RESOLVED, That the State Social Welfare Board hereby establishes a minimum allowance of 800 cubic feet of water per month in the Aid to Needy Children Standard of Assistance; and be it

RESOLVED further, That this standard be reflected in the Cost Schedule to be effective October 1, 1954.

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CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

STATEMENT OF FINDING OF EMERGENCY

The revision in Sections F-810, F-850, F-890, F-895 and F-920 is an emergency measure necessary for the immediate preservation of the general welfare within the meaning of Section 11421 (b) of the Government Code and shall go into immediate effect. The facts constituting such necessity are:

During its 1953 regular session, the Legislature enacted Chapters 1342 and 1496 which, by their terms, become operative on July 1, 1954. These legislative enactments provide for increased reimbursement by the State to accredited public agencies for the licensing of boarding homes, increased State reimbursement for the cost of care of children relinquished to licensed public adoption agencies, an increase in fees which such agencies may charge an applicant, the abatement of fees collected to the cost of administration rather than the cost of care, and the reimbursement by the State for the cost of care of certain committed children.

In order that agencies affected by this legislation may submit claims for the increased amounts made available by law, and in accord with all other requirements of the amended law, it is necessary that rules promulgated pursuant to the amended laws be in effect not later than July 1, 1954.

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FOR FILING ADMINISTRATIVE REGULATIONS
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F-810 REPORTING OF ADMINISTRATIVE EXPENDITURES

F-810

(Subsections B and C)

B. TIMELY REPORTING

While administrative expenditures are to be reported on the claim for the month in which disbursed, items erroneously omitted from any monthly claim will be allowed provided claim is made not later than the last month of the calendar quarter one year from date of disbursement.

Items of expenditures made on behalf of a function or activity requiring a special plan and which were not previously claimed by a county may be claimed retroactively only to the beginning of the calendar quarter in which such expenditures were initially claimed or, if prior approval by SDSW is required, only from the beginning of the quarter in which the required plan is submitted in writing to the SDSW. Such a plan, to be effective for a particular quarter, shall be submitted not less than 45 days prior to the end of that quarter.

C. REPORTING OF ABATEMENTS

All refunds received by the county pertaining to expenditures previously reported to the state are to be credited on a current claim as received. These include refunds of medical or legal fees, tax rebates, and any credits to the welfare appropriation resulting from services performed by the welfare department for other agencies of county government. Sales of property previously claimed shall be reported on a current claim in the amount realized from the sale. Transfers of property to other agencies of county government, if previously claimed, shall be abated according to the reasonable value of such property at the time of transfer. The reasonable value of automotive equipment so transferred is the current Blue Book value. (See Sec. F-872, Item A)

Fees received from adoptive parents under W&IC 1641 are reported as abatements against current adoption administrative expenditures as provided in Secs. F-850 and F-890.

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F-850 EXPENDITURES CHARGEABLE TO ADOPTIONS, BOARDING HOMES
AND CHILD WELFARE SERVICES

F-850

(Subsections A and B, 1)

A. AGENCY AND INDEPENDENT ADOPTIONS

Certain expenditures incurred by licensed adoption agencies in administration of the agency and independent adoption program are reimbursable upon filing proper claims with the SDSW. Claims for administrative expenditures in this program shall not include expenditures defined as adoption cost of care (See Sec. F-920). Reimbursement is further restricted in accordance with the terms of annual budgets approved by SDSW.

Adoptive fees collected pursuant to Sec. 225p of the Civil Code are to be reported on the administrative Expenditure Certification as offsets against reimbursable administrative expenditures. Fees collected shall be itemized on Form DFA 237 for the month in which such amounts are received by the county.

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Fiscal

ADMINISTRATIVE EXPENDITURES

F-850

F-850 (Continued)

F-850

1. Method of Claiming

Prior to the issuance or renewal of a license by the SDSW, an agreement must be reached between the licensed adoption agency and the SDSW with respect to the sums which may be claimed during the fiscal year, segregated as to expenditure category (See Sec. F-810, Item D). The amounts so budgeted shall be a limitation, within each category, on reimbursement to the agency during the fiscal year, except that subsequent action by the SDSW may modify the budgeted amounts.

Salaries and wages include only those amounts properly allocable to the adoption program.

Maintenance and operation includes certain professional services, materials, supplies, communications, travel and space costs. Professional services include medical, dental, psychological, or psychiatric examinations made prior to placement for adoption to determine whether particular children are suitable to place for adoption. Materials and supplies include layettes or other clothing, bedding, etc., which are not assigned permanently to a particular child but are used repeatedly for relinquished children generally. Space costs include office rent, janitorial services, heat, light, water, power, and maintenance repairs. Claims on an amortized basis for building purchase or construction or building alterations and improvements may be made only upon prior written approval of the SDSW.

2. Records to be Maintained by Agency

Licensed adoption agencies shall maintain such records and accounts as are necessary to substantiate the correctness of claims for administrative expenditures filed with the SDSW. Such records shall be made readily available for state review and audit.

B. AGED AND CHILDREN BOARDING HOME LICENSING AND INSPECTION

Reimbursement from state funds for certain costs of administration is available to county and city agencies which have entered into written agreement with the SDSW pursuant to which the agencies so accredited inspect and license specified types of boarding homes for aged persons and children. Reimbursement is not available to agencies accredited to inspect but not to license boarding homes.

1. Method of Reimbursement

The amount of state reimbursement is based on the expenditures properly allocable and reported on the monthly claim for administrative expenditures as chargeable to the aged and children boarding home licensing and inspection program and is limited, in any fiscal year, to an amount not exceeding the product of \$5 times the number of valid licenses in effect on the last day of each month in the fiscal year.

(Section Continued on Next Page)

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F-850

ADMINISTRATIVE EXPENDITURES

Fiscal

F-850 (Continued)

F-850

The agency shall report for each month the number of valid licenses in effect for that month as provided in Section Y of the Administrative Expenditures Worksheet, Form DFA 64, Part II. The SDSW, in audit and approval of each monthly claim, will certify to the State Controller for reimbursement the amount of proper expenditures claimed each month up to the product of \$5 times the number of valid licenses in effect for that month, plus any expenditures claimed in previous months in the fiscal year which were not allowed and which may be allowed in accordance with the cumulative license credit for valid licenses for the months to date in the fiscal year.

2. Definition of Valid License Credits

For purposes of license credits, a license in effect on the last day of the month is considered a valid license for that month. Any license discontinued prior to the last day of the month, is not considered a valid license for that month even though it was in effect every day except the last day of the month.

Example a: A license issued on July 31 is reported as a valid license in effect for the month of July.

Example b: A license expiring on July 31 is reported as a valid license since it was still in effect on the last day of the month.

Example c: A license expiring on July 30 is not reported as a valid license as it was not in effect on the last day of the month.

A license credit will not be allowed for any month in which the license terminates except if the license terminates on the last day of the month. A license terminates under any of the following conditions:

Death of licensee.

Change of operator. (See Sec. V-630, License Not Transferable, of the Manual Boarding Homes for Aged and Children)

Change of location. (See Sec. V-640, Change of Address, of the Manual Boarding Homes for Aged and Children)

Lapse of one year after the date of issuance.

Example: License issued 4-1-50 expires 3-31-51. (See Sec. V-440, Effective Date of License, of the Manual Boarding Homes for Aged and Children)

Change in status of specific person, if license issued for care of specified person only:

(Section Continued on Next Page)

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F-850 (Continued)

F-850

Death of person for whose care license was issued.

Child specified on license reaches 16th birthday.

Child specified on license is legally adopted by foster parents:
i.e., decree of adoption is granted by court. (See Sec. I-800,
Foster Homes for which License is Not Required, Item B, Adoptive
Homes, of the Manual Boarding Homes for Aged and Children.)

Revocation of license. (See Sec. V-700, Revocation of License,
of the Manual Boarding Homes for Aged and Children)

Voluntary relinquishment of license. (See Sec. V-590, Voluntary
Discontinuance, of the Manual Boarding Homes for Aged and Children)

3. Records to be Maintained by Agency

Accredited licensing and inspection agencies filing claims for state reimbursement of administrative expenditures shall keep adequate records of the expenditures so claimed, maintained in such a manner as to be readily accessible to state review and audit.

Copies of Forms BHA 30.1 and BHC 30.1, Licenses, shall be kept on file in the agency subject to inspection or audit by the SDSW. Adequate records shall also be maintained of the number of licenses issued and terminated in support of the license credits stated on each monthly claim.

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F-875 EXPENDITURES FOR EXAMINATIONS TO DETERMINE ELIGIBILITY ON
DEGREE OF BLINDNESS

F-875

Claims may be made for the cost of any examinations which the SDSW requires to determine degree of blindness for ANB.

In connection with an application for ANB, the SDSW requires the first examination. If the applicant is dissatisfied, a second report by another examiner is required. If this is in conflict with the first, the SDSW requires a third or resolving report. If the SDSW requires a neuropsychiatric examination to determine degree of blindness, the cost of such examination may be claimed. In connection with reinvestigation, reimbursement may be claimed for required examinations to determine degree of blindness.

Necessary expenses to the county for transporting an applicant for, or recipient of, ANB to obtain any required examination are claimable administrative expenses, provided:

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no examiner on the panel or no neuropsychiatrist in the county and the person must be transported to another county or state, or
3. Transportation to another county or state is necessary for examination by an examiner in the category chosen by the individual (physician or optometrist) or by an examiner who had not previously examined the person, or
4. The distance to the nearest eye examiner, in the category chosen by the individual, on the panel or neuropsychiatrist in the county is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the eye examiner or neuropsychiatrist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the examiner's office, thus incurring additional expense.

(W&IC 116, 3075, 3087; FSSA)

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CONTINUATION SHEET
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F-890 INSTRUCTIONS FOR COMPLETION OF CLAIMS

F-890

A. BY COUNTY WELFARE DEPARTMENTS

Claims reporting administrative expenditures of county welfare departments shall be filed monthly with the SDSW on Forms DFA 222, Administrative Expenditures Certification, DFA 64, Parts I and II, Administrative Expenditures Worksheet, and DFA 237, Detail of Adoption Fees Collected Pursuant to Section 225 p of the Civil Code. (See Sec. F-895 for number of forms required, packaging, and transmittal.) Each monthly claim shall include all expenditures made during that month from the welfare appropriation plus any amounts to be reported for services of other county agencies.

1. Instructions for Completion of Form DFA 64, Part II, Administrative Expenditures Worksheet

All of the information required on Part II may be included on one page unless in rare instances a second page may be required to list employees in Sections U, V, and W.

Section U. Data for Merit System Employees Paid Less Than Full Month's Salary

This section is to be used by all Merit System Counties whenever less than a full month salary is reported for one or more employees. Salaries of county civil service employees paid less than full month salary who charge all or a part of their time to the CWS program are also to be entered in this section.

Section V. CWS - Supplemental to Part I, Col. D

Enter the names, classifications, and percentages reimbursable according to applicable CWS agreements. Prior fiscal year entries need be made only if expenditures are claimed currently but are applicable to a prior fiscal year.

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F-890 (Continued)

F-890

Section W. Adoptions - Supplemental to Part I, Col. F

Enter for the current fiscal year the amount of the budget approved by the SDSW, the amount already claimed in prior months and the amount unencumbered prior to application of the current month's claim. Corresponding entries for the prior fiscal year shall be entered if the current month's claim includes an amount allocable to a prior fiscal year. Enter in the column provided the data for employees included in the adoption budget for the current year, stating name, classification and monthly salary for each employee.

Section X. Categorical Aid Percentage Ratios

To enable verification of the application each month of weights assigned to the programs in the categorical aid group (Col. ABC, Form DFA 64, Part I) Sec. X shall be completed for each monthly claim. Enter on Line 1 the weights for each categorical aid program as assigned by SDSW. Enter on Line 2 by program the persons count for the month of claim. Enter on Line 3 weighted persons count for each program and the total of the group. Weighted persons counts are computed by multiplying each monthly program persons count (Line 2) by its respective weight (Line 1). Enter on Line 4 the percentage ratio for each program. These are computed by dividing the weighted persons count for each program (Line 3) by the total weighted persons count for all programs in Line 3. The percentage ratios are then used to distribute the expenditures by category allocated to Col. ABC of Form DFA 64, Part I. (See Item A, 2, e, of this Sec.)

Section Y. Combined Boarding Home License Credits

This section combines Aged and Children Boarding Home License Credits, since it is not necessary to report separately for aged and children for either license credits or expenditures.

Enter in the left column for the current month of claim (1) the number of valid licenses in effect on the last day of the previous month, (2) the number of new licenses issued since the last day of the previous month, (3) the number of licenses terminated since the last day of the previous month, and (4) the number of valid licenses in effect on the last day of the current month. Entries shall be made in the other columns for prior months if there is an adjustment in the number of valid licenses to be reported for some prior month(s), in which event indicate the month and year at the head of each column required to be completed. Enter in any available space an explanation of any adjustment included in Section Y in the number of licenses.

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F-890

ADMINISTRATIVE EXPENDITURES

F-890

F-890 (Continued)

F-890

2. Instructions For Completion of Form DFA 64, Part I, Administrative Expenditures Worksheet

Part I of Form DFA 64 provides for the identification and distribution of all expenditures claimed in a particular month and is not related by line item to Part II of Form DFA 64. Expenditures are segregated on Part I according to expenditure category as described in Section F-810, Item D. This segregation may be accomplished by using a separate set of forms for each category or if volume permits, one set of forms may be used for all categories, provided each category is properly segregated and headed. It is also necessary to use separate set of worksheets (Part I) whenever expenditures are reported which accrue to a prior fiscal year (AD, BHL & I, CWS). Such prior expenditures shall not be co-mingled with current expenditures.

Completion of Heading

In the heading of Part I enter the total number of pages being submitted and the number of each page (e.g., Page 7 of 10), the county, the month, the name of employee preparing the forms, and the county agency in which he is employed.

Identification of Expenditures

Enter in the identification columns the number and date of the county warrant for each expenditure reported. If the expenditure is by intra-county billing, enter the amount and date of the purchase order or requisition or other document involved. If there is neither a warrant or other expenditure document, the expense is not claimable unless there is a special approval by the SDSW. In such cases enter in the identification columns "SDSW letter" and the date of such letter.

Description

Care shall be taken that all expenditures are properly and adequately described in this column. If necessary, use more than one line of the worksheet. The description should be entered immediately after the warrant number for each item. Expenditures shall be listed according to category (See Sec. F-810, Item D). Each category shall be treated as follows:

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ADMINISTRATIVE EXPENDITURES

F-890

F-890 (Continued)

F-890

Salaries and Wages (S & W)

Only welfare department salaries and wages shall be listed under this category. Salaries and wages claimed for other county agencies are treated in the category "Services of Other County Agencies (SOCA)".

The name of each welfare department employee shall be stated, grouped according to classification title for all merit system counties and for those civil service counties specifically requested to do so by SDSW.

For all other civil service counties (excepting for CWS and Adoptions as stated below) it is sufficient to list each civil service classification title, indicating the number of employees for each title. For civil service counties that are not required to list the names of individual employees, it is nevertheless necessary to list the names, warrant numbers, and dates of each individual employee for whom reimbursement is being claimed in Adoption or CWS agreements, in addition to the information required in Sections U, V, and W of DFA 64, Part II.

Maintenance and Operation (M & O)

Included in this category are all expenditures from the welfare department appropriation for materials, supplies, and services, including travel and communication expenditures, equipment and building operation costs, rentals, maintenance, upkeep and repair, books and periodicals, small equipment ~~(cost \$5 or less)~~ and any other expenditures not properly classified in one of the four other expenditure categories (S&W, CO, and RP, SOCA). Each item shall be adequately described. State the nature of the expenditure, e.g., rental for typewriters, typewriter service, auto maintenance, building rental, fuel, telephone, telegraph, travel expense, office forms, office supplies, janitor supplies, power, light, water, etc.

Capital Outlay (CO)

Include in this category only expenditures for movable equipment such as office furniture and fixtures, office machinery, automobiles, and trucks. Do not include, as capital outlay, equipment items of an individual cost of \$5 or less. These are classified as maintenance and operation.

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F-890

ADMINISTRATIVE EXPENDITURES

Fiscal

F-890 (Continued)

F-890

Each item of capital outlay shall be adequately described. Give name of article such as table, chair, typewriter, addressograph, automobile, etc., and state the quantity of each article. Indicate also the make, type, style, and serial number, if any. If county inventory number system is used, state the county inventory number.

Real Property Acquisition or Improvement (RP)

Include in this category amounts being reported as amortization of building alterations and improvements or building purchase or construction. Amortization of separate projects shall be segregated as to project approval by SDSW. The approval letter date(s) shall be given.

Services of Other County Agencies (SOCA)

Enter in this category all expenditures for goods, facilities, or services from appropriations of other county agencies including warrant writing services which have been given prior written approval by SDSW. Describe each item adequately and state the date of the SDSW approval letter.

Completion of Columns ABC through M

Enter all direct charges to program in Cols. ABC through H.

Enter all joint charges in Col. J (2 columns). In the first column indicate the programs involved for each joint combination by the program column letters, A through H as applicable. Enter the amount for each joint charge in the second column.

Enter all overall charges in Col. K.

Enter in Col. L the total of all direct, joint, and overall charges. Do not include extraneous expenditures in Col. L totals.

Enter in Col. M all extraneous expenditures.

Distribution of Joint and Overall Charges to Programs

a. Sequence of Distribution

- (1) The total of direct salaries and wages for each program is first determined. (Cols. ABC through H)

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Fiscal

ADMINISTRATIVE EXPENDITURES

F-890

F-890 (Continued)

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- (2) All joint salary and wage charges are then distributed to program on the basis of total direct salaries and wages.
- (3) The total overall charge for salaries and wages is then distributed to program on the basis of the sum of all direct and distributed joint charges.
- (4) Joint and overall charges for maintenance and operation, capital outlay, real property acquisition and improvements, and services of other county agencies are then distributed to programs on the basis of the sum of all direct, plus distributed joint and overall salaries and wages.

b. Method of Distribution

Distribution to program of joint and overall charges is accomplished by the computation and application of percentage ratios.

A separate ratio is required for each of the following:

- (1) Each joint distribution of salaries and wages
- (2) The total charge for overall salaries and wages
- (3) Each joint maintenance and operation combination
- (4) The total overall maintenance and operation charge
- (5) Each joint capital outlay combination
- (6) The total overall capital outlay charge
- (7) Each RP joint combination
- (8) The total overall RP charge
- (9) Each joint SOCA combination
- (10) The total overall SOCA charge

c. Computation of Ratios

- (1) For joint charges: Divide the total joint charge for each joint group by the sum of the total distributed salaries and wages of each program in the joint group. The result is the ratio for that joint charge. Multiply this ratio separately by the total distributed salary and wage charge for each program in the joint group. The result of each multiplication will be the amount of the joint charge to allocate to each particular program in the joint group.

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ADMINISTRATIVE EXPENDITURES

Fiscal

F-890 (Continued)

F-890

Example: Programs E, F, G, and H have total direct, and distributed joint and overall salaries and wages of \$3,000, \$300, \$1,000, and \$700 respectively or a total of \$5,000 for the group. A joint charge for maintenance and operation allocable to this group is \$300.

$\$300 \div \$5,000 = .06$, the ratio for that group
 $.06 \times \$3,000 = \180 allocable to Program E
 $.06 \times \$300 = \18 allocable to Program F
 $.06 \times \$1,000 = \60 allocable to Program G
 $.06 \times \$700 = \42 allocable to Program H

Total Joint Charge = \$300-allocated

Percentage ratios should be carried a sufficient number of digits to the right of the decimal to insure correct distribution of charges.

- (2) For overall charges: Divide the particular overall charge to be allocated, by the sum of the total distributed salaries and wages for all programs. The result is the ratio for that overall charge. Multiply this ratio separately by the salary and wage charge distributed to each program, Col. ABC through H. The result of each multiplication will be the amount of the overall charge to allocate to each of the welfare programs, Col. ABC through H. The principle here is the same as for joint charges except that all welfare programs are affected instead of only two or more but not all, as in a joint group.

d. Recording of Ratios

To facilitate verification of joint, and overall allocations by county personnel as well as by state and federal auditors, the ratios obtained for each joint and overall charge shall be entered opposite that charge in Col. L. The ratios should, however, be circled or parenthesized to avoid confusion with other figures in Col. L.

Entries on the worksheets effecting distributions of joint and overall charges shall be at least double spaced to permit any necessary state corrections to be entered above the county computations.

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ADMINISTRATIVE EXPENDITURES

F-890

F-890 (Continued)

F-890

e. Redistribution of Col. ABC

Upon completion of the assignment of direct charges and the distribution of joint and overall charges to the programs in Col. ABC thru H, the expenditures thus distributed to Col. ABC are redistributed to the programs in the categorical aid group, (OAS-Eligible, OAS-Ineligible, ANB-Eligible, ANB-Ineligible, APSB, ANC-Eligible, ANC-Ineligible) by the weighted persons count method.

Under this method, distribution is made on the basis of the size of the persons count load of each program each month. Since it is known that administrative effort varies between the categorical aid programs, weights are assessed to the persons count by program. These weights are determined by the SDSW for each county from the actual distribution of charges to the categorical aid programs appearing on administrative expenditures claims at periodic intervals (every 13th month). The SDSW will request individual counties to conduct and report upon time studies of programs in the categorical aid group for a particular month. Such studies will be used by SDSW to make any necessary revisions in the weights computed for individual counties.

Percentage ratios, computed for each categorical aid program on Line 4 of Section X of Form DFA 64, Part II, are applied by expenditure category (S&W, M&O, CO, RP, and SOCA) to the amounts entered in Col. ABC of Part I. The amounts thus redistributed to the categorical aid programs are then brought forward by expenditure category to the Administrative Expenditures Certification, Form DFA 222, Lines A-1, A-2, B-1, B-2, B-3, C-1, and C-2.

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ADMINISTRATIVE EXPENDITURES

Fiscal

F-890 (Continued)

F-890

The following example illustrates the application of the weights:

(1) Persons Count Data

OAS-eligible	10,000
OAS-ineligible	50
ANB-eligible	1,000
ANB-ineligible	10
APSB	100
ANC-eligible	3,000
ANC-ineligible	500

(2) Assigned Weights

OAS	1
ANB-APSB	1.5
ANC	2

(3) Salaries and Wages of \$100,000 appear in Column ABC of Form DFA 64, Part I.

(4) Computation of Weights

OAS-eligible (10,000 x 1)	10,000
OAS-ineligible(50 x 1)	50
ANB-eligible (1,000 x 1.5)	1,500
ANB-ineligible(10 x 1.5)	15
APSB (100 x 1.5)	150
ANC-eligible (3,000 x 2)	6,000
ANC-ineligible(500 x 2)	<u>1,000</u>
Total Weighted Persons Count	18,715

(5) Computation of Percentage Ratios

OAS-eligible	10,000 ÷ 18,715 =	.53433
OAS-ineligible	50 ÷ 18,715 =	.00267
ANB-eligible	1,500 ÷ 18,715 =	.08015
ANB-ineligible	15 ÷ 18,715 =	.00080
APSB	150 ÷ 18,715 =	.00802
ANC-eligible	6,000 ÷ 18,715 =	.32060
ANC-ineligible	1,000 ÷ 18,715 =	<u>.05343</u>
Total		1.00000

(6) Application of Percentage Ratios to Expenditures for Salaries and Wages in Column ABC

OAS-eligible	\$100,000 x .53433 =	\$ 53,433
OAS-ineligible	\$100,000 x .00267 =	267
ANB-eligible	\$100,000 x .08015 =	8,015
ANB-ineligible	\$100,000 x .00080 =	80
APSB	\$100,000 x .00802 =	802
ANC-eligible	\$100,000 x .32060 =	32,060
ANC-ineligible	\$100,000 x .05343 =	<u>5,343</u>
Total Salaries and Wages		\$100,000

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3. Instructions For Preparation of Form DFA 222,
 Administrative Expenditures Certification

a. Distribution of Expenditures and Shares

The distribution of all joint and over-all charges on the Administrative Expenditures Worksheet (Form DFA 64, Part I) shall be completed and the worksheet totals proved before entries are transferred to the Administrative Expenditures Certification. The data from the worksheets are transferred to the Administrative Expenditures Certification in Cols. 1 through 12, the entries being made on Lines A-1 through M, as applicable. Columnar entries on the certification shall be typed as close to the ruled lines as possible to leave space for the state to make any necessary corrections immediately above the county figures. Use of a typewriter with elite type is recommended.

Col. 1, County Welfare Programs

If there are any expenditures to be reported for programs on Lines D, E, or F, which are applicable according to established rules to months in prior fiscal years, enter the applicable fiscal years in Col. 1 on the appropriate lines.

Cols. 2, 3, 4, 5, 6, and 7 Expenditures According to Category

Enter in Cols. 2, 3, 4, and 5, on the appropriate lines, from data on the Administrative Expenditure Worksheets, the amounts of all welfare department salaries and wages, maintenance and operation, capital outlay, and real property acquisition and improvements. Enter in Col. 6 all expenditures to be claimed for services of other county agencies. Enter the total expenditures for each line, A-1 through M, in Col. 7.

Col. 8, Nonfederal Expenditures

From the totals in Col. 7 enter in Col. 8 for each line, as applicable, that portion of expenditures which is not subject to federal participation. These are OAS-ineligible (Line A, 2), ANB-ineligible (Line B, 2), APSB (Line B, 3), ANC-ineligible (Line C, 2), that part of Line D (CWS) not reimbursable according to agreement and all of the remaining programs, Lines E through H.

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Col. 9, Federally Reimbursable Expenditures

Enter in Col. 9 for each line, A-1 through D, as applicable, the differences between the amounts entered in Col. 7 and the amounts entered in Col. 8. For Line F (current fiscal year) enter in Col. 9, the full amount entered on that line in Col. 7, according to the approved adoption budgets as set forth in Sec. W of Form DFA 64 Part II.

Col. 10, Federal Shares

For Lines A-1, B-1, and C-1, enter one-half of the amount entered on these lines in Col. 9. For Line D, both current and prior fiscal years, enter the full amounts in Col. 9. For Line F (current fiscal year) show the total adoption fees collected pursuant to Sec. 225 p of the Civil Code. (Total of Col. 4 of Form DFA 237.)

Col. 11, State Shares

In Line E, enter separately by current and prior fiscal year as applicable, the amounts entered on that line in Col. 7 but not to exceed \$5 times the number of valid licenses for each month involved as reported in Sec. Y of Form DFA 64, Part II.

In Line F (current fiscal year) enter the difference between Col. 9 and Col. 10.

In Line F, prior fiscal years, enter the full amount entered on that line in Col. 7, according to approved adoption budgets for the fiscal year involved.

Col. 12, County Shares

Enter for each line, A-1 through H, the differences between the amounts shown in Col. 7 and the federal or state shares in Col. 10 or Col. 11.

Col. 13, For State Use Only

Do not make any entries.

b. Calculation of Totals and Cross Balancing

Enter on Line L, for all columns, except 9 and 10, the totals of Lines A through H. In Cols. 9 and 10 show total of all Lines A through H omitting the amounts shown in Line F. Check addition and subtraction of all lines and columns and the totals on Line L to assure accuracy of all entries. The totals on Line L, Cols. 2, 3, 4, 5, and 6 must agree with the sum of the total expenditures for each category as reported in Col. L of Form DFA 64, Part I. Note: While the rules on allocation as to months and fiscal years (See Sec. F-830) may require segregation as to specific months on Part I of Form DFA 64, such items are segregated only by fiscal year on the claim certification. These involve CWS, Boarding Home Licensing and Inspection, and Adoption programs since expenditures for the categorical aids are allocated on a cash flow basis to the current month of claim.

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c. **Signatures on Form DFA 222, Administrative
 Expenditures Certification**

Form DFA 222 is the document which states net amounts claimed by the county from state and federal funds. It is the certification of county officials that the claim is correct and includes only proper administrative expenditures. The certification shall be accomplished by affixing the personal signatures of the county welfare director and the county auditor or auditor-controller in all cases, except that during the absence of such officials, this authority may be delegated by the welfare department to an acting welfare director and by the county auditor to a deputy county auditor. Such substitute signatures will be accepted, provided the SDSW is notified of the persons so authorized to sign. Signatures of employees not acting in the capacity of county welfare director or deputy auditor cannot be accepted as certifying to county expenditures.

B. **BY OTHER COUNTY AND CITY AGENCIES**

Agencies other than county welfare departments which are licensed or accredited to administer the Adoption or Boarding Home Licensing and Inspection program for aged and children, shall not use the forms specified in Item A of this section but shall use instead the following forms:

1. **For Adoption Administrative Expenditure Claims:**

Form AD 807, Adoption Administrative Expenditure Certification

Form DFA 237, Detail of Adoption Fees Collected Pursuant to Section 225p of the Civil Code

Form DFA 64c, Administrative Expenditure Worksheet

2. **For Aged and Children's Boarding Home and Licensing Claim:**

Form BH 80, Certification

Form DFA 64c, Administrative Expenditure Worksheet

Insofar as the rules on preparation of the claim as set forth in Item A of this section apply to the above programs and forms, they also apply for claims filed by other county and city agencies.

(W&IC 116)

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F-895

ADMINISTRATIVE EXPENDITURES

Fiscal

F-895 PACKAGING AND TRANSMITTAL OF ADMINISTRATIVE EXPENDITURE CLAIMS

F-895

A. BY COUNTY WELFARE DEPARTMENTS

Monthly claims filed with the state for administrative expenditures shall be forwarded by the counties so as to be received by the SDSW not later than the 10th of the month immediately following the month of claim. The ability of the state to prepare quarterly statements of expenditure for the Federal Government within the required deadline, which is necessary to assure timely monthly advances of federal moneys to the counties, depends upon prompt transmittal of county claims.

All administrative expenditure claims shall be addressed to SDSW, 616 K Street, Sacramento 14, Attention: Fiscal Services. Statistical reports and material for other bureaus or divisions of the Central Office shall not be packaged with claims.

The administrative expenditure claims shall be submitted in the following copies:

1. Administrative Expenditures Certification (Form DFA 222) in quadruplicate.
2. Administrative Expenditures Worksheet, (Form DFA 64 - Parts I and II) in quadruplicate.
3. Detail of Adoption Fees Collected Pursuant to Section 225p of the Civil Code (Form DFA 237) in quadruplicate.
4. Any supplemental county schedules or worksheets in quadruplicate.

B. BY OTHER COUNTY AND CITY AGENCIES

Claims for administrative expenditures in the Adoption program and in the Boarding Home Licensing and Inspection program, when submitted by agencies other than county welfare departments, shall be transmitted to the SDSW in the same manner as provided above for county welfare department claims except that they shall consist of the following forms.

1. Adoption Administrative Expenditure claims

Form AD 807, Certification (in quadruplicate)

Form DFA 64c, Administrative Expenditures Worksheet (in quadruplicate)

Form DFA 237, Detail of Adoption Fees Collected Pursuant to Section 225p of the Civil Code (in quadruplicate)

2. Boarding Home Licensing and Inspection claims

Form BH 80, Certification (in quadruplicate)

Form DFA 64c, Administrative Expenditures Worksheet (in quadruplicate)

(WaIC 116)

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Fiscal

STATE SUBVENTION

F-920

F-920 CLAIMS FOR ADOPTION COST OF CARE SUBVENTION

F-920

A. CLAIMS FROM LICENSED COUNTY ADOPTION AGENCIES UNDER W&IC 1642

State subvention under W&IC 1642 is available to licensed county adoption agencies for all or a portion of the cost of care of children accepted for placement from the date the relinquishment is signed by the natural parent or parents (whether or not a certified copy has been filed with SDSW), or action is taken in lieu of relinquishment, until the date of placement for adoption or other disposition, or the date the relinquishment is canceled or rescinded. After deducting amounts received from persons other than adoptive parents to defray cost of care, subvention is allowable each quarter for claimable costs in an amount not to exceed \$300 multiplied by the number of children included on the claim for whom cost of care is claimed.

1. Claimable Costs Under W&IC 1642

Cost of care is defined as the cost to the county of goods, facilities, and services incurred to meet the needs of children accepted for placement, including housing, food, clothing, medical, dental, nursing or psychiatric services, and other personal needs. Claimable costs do not include expenditures incurred prior to relinquishment or action in lieu of relinquishment, nor expenditures incurred subsequent to placement or other disposition, or cancellation or rescission of relinquishment. Neither does cost of care include costs classified in Sec. F-850, Item A1, as administrative expenditures.

Amounts paid to meet the needs of children under the ANC law (excepting county supplemental aid) are not claimable as adoption cost of care. County supplemental aid in ANC or General Relief paid is claimable.

2. Deductions From Claimable Costs Under W&IC 1642

All amounts received by the county from persons other than adoptive parents to defray cost of care claimed shall be deducted from the claim of the quarter in which such amounts are received or, if no claim is filed for that quarter, from the next quarterly claim. All amounts received from adoptive parents as fees collected under Sec. 225p of the Civil Code, are abatements to the cost of administration of the agency. (See Sec. F-850, Item A)

In claiming, an amount received is not necessarily applied in offset to the cost of care of the particular child for which received. Such amounts are deducted from the total cost of care in the claim for the quarter in which reported and may have been paid for children for whom cost of care has been claimed in a previous quarter.

B. CLAIMS FROM COUNTY WELFARE DEPARTMENTS UNDER W&IC 1644

Reimbursement from state funds is available to each county, including licensed county adoption agencies, for the full cost of care of any child placed under the custody of the county welfare department pursuant to Sec. 226c of the Civil Code, from the effective date of the court commitment until the date of placement for adoption, or until another permanent plan is made for the child.

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STATE SUBVENTION

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F-920 (Continued)

F-920

1. Claimable Costs Under W&IC 1644

Cost of care is defined as the cost to the county of goods, facilities, and services incurred to meet the needs of children placed under the custody of the county welfare department, including housing, food, clothing, medical, dental, nursing or psychiatric services, and other personal needs. Claimable costs do not include expenditures incurred prior to the date of the court commitment to SDSW or County Adoption Agency under Sec. 226c of the Civil Code, nor expenditures incurred subsequent to placement for adoption, nor after another permanent plan is made for the child by SDSW or County Adoption Agency. Neither does cost of care include costs classified in Section F-850, Item A1, as administrative expenditures.

Amounts paid to meet the needs of children under the ANC law (excepting county supplemental aid) are not claimable as adoption cost of care. County supplemental aid in ANC, or General Relief paid is claimable.

C. SUBMISSION OF CLAIMS

Adoption cost of care subvention claims shall be filed quarterly on Forms AD 800 (in triplicate), AD 801 and/or AD 801A (in duplicate), and, if applicable, AD 803 (in duplicate), and shall be submitted to the SDSW by the 10th of the month following the calendar quarter.

When licensed county adoption agencies care for children under both W&IC 1642 and 1644, the cost of care shall be combined in one claim.

Each item in the cost of care of a child under W&IC 1642 shall be listed on Form AD 801. Each item in the cost of care of a child under W&IC 1644 shall be listed on Form AD 801A. The county warrant number, or other expenditure document number, and the date of disbursement shall be shown, as well as the name (or assumed name assigned to the child) and "State Case Number" of the child for which the cost was incurred. Expenditures claimed as county supplemental aid in ANC or as General Relief shall be so identified on Forms AD 801 and 801A. Expenditures incurred, but not disbursed, can not be allowed. Amounts collected from persons other than adoptive parents to defray cost of care under W&IC 1642 shall be listed on Form AD 803.

1. Limitations Under W&IC 1642

Claims for individual children under W&IC 1642 will not ordinarily be made until after placement. Nevertheless, a county adoption agency may claim reimbursement on a quarterly claim for amounts expended for a relinquished child or a child freed for adoption by action in lieu of relinquishment who has not yet been placed for adoption or other disposition. However, once reimbursement in any amount has been claimed and allowed for the cost of care of a particular child, no further reimbursement will be allowed for any additional cost of care of that child regardless of the additional cost or the length of time the county provides the care. Claims for reimbursement for care of a particular child may be included in the claim for any quarter beginning with the quarter in which relinquishment or action in lieu of relinquishment is effective, but not later than the claim for the fifth calendar quarter following the quarter in which placement or other disposition, or cancellation or rescission of the relinquishment occurred.

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STATE SUBVENTION

F-920

F-920 (Continued)

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2. Continuing Claims Under W&IC 1644

Claims for individual children under W&IC 1644 shall include all children for whom care was given under Sec. 226c of the Civil Code during the months in the calendar quarter covered by the claim. Unlike children cared for under W&IC 1642, claims for these children may be filed for each quarter as long as the care is given.

D. PAYMENT OF CLAIMS

Quarterly claims, upon approval by SDSW, are certified to the State Controller for payment to the county by state warrant.

(W&IC 115, 116, 1642, 1644, CC225p)

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F-925 ASSIGNMENT OF STATE CASE NUMBERS -- ADOPTION
(Repealed)

F-925

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